

# FALL/WINTER 2017 SCHEDULE

Effective computer training courses  
are just a mouse click away...

1-day hands-on training courses \$175 (plus HST)	9am – 4pm Manual & after-course support incl	SEPT	OCT	NOV	DEC
<b>Word 2013 - Core</b>	<i>Even pros learn lots here!</i> Shortcuts, multi-level numbering, custom tabs, file management tables, fixing spacing issues.	THURS 14		FRI 17	
<b>Word 2013 - Level 2</b>	Section breaks, styles, columns, graphics (clipart, photos), header/footer tips & tricks, template use.	FRI 22		FRI 24	
<b>Word 2013 - Level 3</b>	Merges (letters, labels, troubleshooting), basic & interactive macros, Powerful!		FRI 13		
<b>Excel 2013 - Core</b>	<i>Skip it - regret it!</i> Equations, printing, shortcuts galore, FILL options, headers/footers, conditional formatting.	MON 11	MON 2	TUES 7	MON 4
<b>Excel 2013 - Level 2</b>	Intermediate IF functions, sorting, filtering, data subtotals, SUMIF, COUNTIF, AVERAGEIF, linking sheets, linking files.	<b>FULL</b> WED 20 <b>ADDED:</b> MON 25	MON 16	THURS 9	TUES 12
<b>Excel 2013 - Level 3</b>	VLookup & HLookup, Data Validation, basic macros, defining & using custom range names.	THURS 28	MON 23		FRI 15
<b>Excel 2013 - Level 4</b>	Intermediate macros (variables, looping (via user input and conditions) do while), MATCH, RANK, Data Validation – Dependent List, Dynamic Dependent Lists. <i>Geeky Fun!</i>		MON 30		
<b>PowerPoint 2013</b>	Slide types, effective slide shows, graphic tricks, slide transitions, custom animation options.	WED 13		WED 18	
<b>Outlook 2013</b>	E-mail, attachments, scheduling, rules, subfolders – using Outlook more efficiently.	THURS 21		FRI 10	

**Register on-line for classroom courses - or call Janet @ 705.728.5761**  
**ON-SITE GROUP TRAINING AVAILABLE ACROSS ONTARIO**

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