

Fall/Winter 2018/2019 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	OCT	NOV	DEC	JAN	FEB
Word 2016 – Level 1 (Core)	Even pros learn lots here! Shortcuts, multi-level numbering, custom tabs, file management tables, fixing spacing issues.		MON 12		MON 7	
Word 2016 - Level 2	Section breaks, styles, columns, graphics (clipart, photos), header/footer tips & tricks, template use.				TUES 8	
Word 2016 - Level 3	Merges (letters, labels, troubleshooting), basic & interactive macros, Powerful! Level 2 is <u>not</u> a pre-requisite.				WED 9	
Word 2016 - Level 4	Advanced styles, Outline View, Template creation, Table of Contents, Indexes, Cross References, Amazing tips.				THUR 10	
Excel 2016 – Level 1 (Core)	Skip it - regret it! Equations, printing, shortcuts galore, FILL options, headers/footers, conditional formatting.	MON 22	MON 19	THUR 13	MON 14	WED 13
Excel 2016 - Level 2	Intermediate IF functions, sorting, filtering, data subtotals, SUMIF, COUNTIF, AVERAGEIF, linking sheets, linking files.	TUES 23	TUES 20	FRI 14	TUES 15	THUR 14
Excel 2016 - Level 3	VLOOKUP & HLOOKUP, Data Validation, basic macros, defining & using custom range names.	WED 24	WED 21		WED 16	FRI 15
Excel 2016 - Level 4	Intermediate macros (variables, looping (via user input and conditions) do while), MATCH, RANK, Data Validation – Dependent List, Dynamic Dependent Lists. <i>Geeky Fun!</i>	THUR 25			THUR 17	
PowerPoint 2016	Slide types, effective slide shows, graphic tricks, slide transitions, custom animation options.		FRI 23			MON 11
Outlook 2016	E-mail, attachments, scheduling, rules, subfolders – using Outlook more efficiently. TONS of tips & tricks!		FRI 16			TUES 12

Register online – or email us

We also do ON-SITE group training – email us for a quote

Determine your optimum starting level. Try our pre-course interactive quizzes....

www.ctccomputertraining.com/quizzes