

SPRING 2018 SCHEDULE

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

***PLEASE NOTE: Our classroom will be converting to Office 2016 on April 1st.
(This will not adversely affect users of Office 2010 & Office 2013 – we still cover the same functions)**

1-day hands-on training courses \$175 (plus HST)	9am – 4pm Manual & after-course support incl	MAR	APR	MAY	JUN	JUL
Word 2013/2016* - Core	Even pros learn lots here! Shortcuts, multi-level numbering, custom tabs, file management tables, fixing spacing issues.	TUES 13		MON 14		
Word 2013/2016* - Level 2	Section breaks, styles, columns, graphics (clipart, photos), header/footer tips & tricks, template use.	WED 14		WED 23		
Word 2013/2016* - Level 3	Merges (letters, labels, troubleshooting), basic & interactive macros, Powerful! Level 2 is <u>not</u> a pre-requisite.	THUR 15				
Excel 2013/2016* - Core	<i>Skip it - regret it!</i> Equations, printing, shortcuts galore, FILL options, headers/footers, conditional formatting.	THUR 8	MON 9	MON 7	TUES 19	THUR 19
Excel 2013/2016* - Level 2	Intermediate IF functions, sorting, filtering, data subtotals, SUMIF, COUNTIF, AVERAGEIF, linking sheets, linking files.	FRI 16	TUES 10	FRI 11	WED 20	TUES 24
Excel 2013/2016* - Level 3	VLOOKUP & HLOOKUP, Data Validation, basic macros, defining & using custom range names.		FRI 13	MON 28	THUR 21	
Excel 2013/2016* - 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>			TUES 29		
PowerPoint 2013/2016*	Slide types, effective slide shows, graphic tricks, slide transitions, custom animation options.	MON 19			MON 4	
Outlook 2013/2016*	E-mail, attachments, scheduling, rules, subfolders – using Outlook more efficiently. TONS of tips & tricks!		FRI 6		MON 18	

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

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