

# WINTER 2017/2018 SCHEDULE

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

\*PLEASE NOTE: Our classroom will be converting to Office 2016 over the Christmas holidays.  
(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	NOV	DEC	JAN	FEB	MAR
Word 2013/2016* - Core	<b>Even pros learn lots here!</b> Shortcuts, multi-level numbering, custom tabs, file management tables, fixing spacing issues.	FRI 17		WED 10		TUES 13
Word 2013/2016* - Level 2	Section breaks, styles, columns, graphics (clipart, photos), header/footer tips & tricks, template use.	FRI 24		FRI 19		WED 14
Word 2013/2016* - Level 3	Merges (letters, labels, troubleshooting), basic & interactive macros, Powerful! Level 2 is <u>not</u> a pre-requisite.			FRI 26		THUR 15
Excel 2013/2016* - Core	<i>Skip it - regret it!</i> Equations, printing, shortcuts galore, FILL options, headers/footers, conditional formatting.	TUES 7	MON 4	THUR 11	MON 5	MON 12
Excel 2013/2016* - Level 2	Intermediate IF functions, sorting, filtering, data subtotals, SUMIF, COUNTIF, AVERAGEIF, linking sheets, linking files.	THUR 9	TUES 12	WED 17	THUR 15	FRI 16
Excel 2013/2016* - Level 3	VLOOKUP & HLOOKUP, Data Validation, basic macros, defining & using custom range names.		FRI 15	MON 29	MON 26	
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 27	
PowerPoint 2013/2016*	Slide types, effective slide shows, graphic tricks, slide transitions, custom animation options.			THUR 18		MON 19
Outlook 2013/2016*	E-mail, attachments, scheduling, rules, subfolders – using Outlook more efficiently. TONS of tips & tricks!	FRI 10			TUES 13	

**Register on-line for classroom courses - or call Janet @ 705.728.5761**

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