

Microsoft Word and Excel Essentials 2003



Skills for Change
Diversity at Work™

TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

In **Microsoft Word** learn the basics of entering text, the File, Save As command, opening and editing a document, scrolling in a document, searching in a document, AutoCorrect, selecting text, moving and copying text, basic character and paragraph formatting. Particular attention is paid to three essential skills— using tabs, tables and mail merging.

In **Microsoft Excel**, start with the basics, including elements of Excel screen, simple formulas, (Sales-Expenses=profit), operators: + - = / *, working with workbooks, worksheets, tabs, moving/copying worksheets, formatting labels and values, AutoFormat; basic functions (SUM, AVG, MIN, MAX, NOW), printing, calculating percentages, and basic charts.

Pre-requisites

Windows experience

Certificate offered

Participants receive a certificate of completion

Registration

Register in person, or online at www.skillsforchange.org/techskills/register

Tax credit

Tuition tax credit forms will be issued

More information

Please call 416-658-3101 ext. 216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
February 27							✓	✓	
Time	Weeks		Hours		Fee				
10:00am–3:00pm	4		20		\$180				

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

Brampton
21 Nelson Street West

www.skillsforchange.org/techskills