

Microsoft Office 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.

MS Word- Covers entering text, the File, the Save As command, opening and editing a document, moving and copying text, basic character and paragraph formatting. Particular attention is paid to using tabs, tables and mail merging.

MS Excel - You start with the basics including working with workbooks, tabs, moving/copying worksheets, formatting labels and values, Auto-Format, applying basic functions (SUM,AVG,MIN,MAX,NOW) to data, calculating percentages and basic charts.

MS Access is the database management software component. You will receive instruction in relational databases, creating tables with data, queries to retrieve data, forms to enter data and reports to display and summarize data.

Microsoft PowerPoint is a presentation program which is part of the Microsoft Office suite. It enables you to create professional presentations which consist of a number of individual pages or slides.

Pre-requisites

Basic knowledge of Windows

Certificate offered

Participants receive a certificate of completion

Registration

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

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
March 22		✓	✓	✓	✓	✓		✓	
Time	Weeks		Hours		Fee				
10 am–4 pm	2		50		\$350				

TechSkills
AFFORDABLE TRAINING

Toronto
791 St. Clair Avenue West

Brampton
21 Nelson Street West

www.skillsforchange.org/techskills