

The Microsoft Office Software Suite

When it comes to computer skills MS Office is:
The Essential Essentials!

Improve your computer skills for productivity.

Even if you're used to some other applications for writing or presentations, chances are about 100% that others you have to deal with (clients, superiors, customers, suppliers, regulators etc.) are MS Office users. It offers handy pro-look templates, checks your spelling and even your grammar. This easy to learn suite of programs could be called the "universal language" of business. It pays to know them.

Who Should Attend

Anyone who wishes to improve their computer skills.

What You Will Learn

These hand-on sessions will equip you to write letters, and basic documents, but also newsletters, web pages and colourful, professional-looking presentations. You'll be able to create and use spreadsheets, and organize your meetings, emails, addresses and more with ease.

Seminar Content

Microsoft Word – everything for written documents incl. charts, graphs and pictures.

Microsoft Entourage – email, address book, calendar, notes and project organization.

Microsoft Excel – accounting, research, grouped information,

Microsoft PowerPoint – your own slide show presentations, with pictures, animations, professional dissolves, automatic running – even sound and movies.

Use templates or create your own look.

Prerequisite

Assessment tools are available to determine current skill level and teacher requirements

Your Facilitator

Dave Tosh has worked with LTDC since 1993. His experience includes developing and evaluating training programs for the classroom and online, plus he has excellent presentation skills with a clear and professional manner. Dave is certified to teach MOS, ICDL, and IC3 courseware, and he is also a Testing Administrator for ICDL, MOUS, and IC3 exams.

Duration

Half or full day sessions available.



Skills that WORK.

COLLEGE
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