

Certificate in Office Essentials

This intense four-week program prepares participants for office positions that require the use of Microsoft Word and Microsoft Excel.

Each day begins with an hour of keyboarding practice, followed by Word and Excel instruction featuring beginner and intermediate skills. Practice exercises reflect tasks commonly carried out in the office environment.

Participants who demonstrate basic competence in both applications may begin the program at Week II.

The program runs for three days per week (Mon, Wed, Fri).

Hours: 78

Fee: \$3,000

Sample Topics Include:

- Sending, receiving, organizing email
- Creating, editing and saving documents
- Printing and checking documents
- Selecting, moving and copying text
- Aligning and indenting text
- Page numbering, headers and footers
- Using Word tables and forms
- Mail Merge
- Entering labels and numbers into Excel
- Creating basic Excel formulas
- Changing column widths and row heights
- Using Excel functions
- Editing a spreadsheet
- Formatting numbers
- Using multiple windows
- Splitting panes
- Creating charts
- Creating a PowerPoint slide show
- Adding animation to PowerPoint slides
- Editing a database
- Querying a database

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