Instructor-led, hands-on, one-week series of workshops to enhance your MS Office skills in Word, Excel, Outlook and PowerPoint.

By the end of this program you will,
- Have a thorough understanding of the function of MS Office 2010 programs
- Learn how to use MS Office 2010 software effectively
- Apply intermediate and advanced functions to solve common business problems
- Gain confidence in producing professional documents
- Learn and apply productivity tools to become more efficient
- Create professional looking business documents
- Have free access to a computer lab for additional practice

Pre-requisites
- Must have beginner level computer skills in MS Windows and MS Office 2010
- Must have English Language comprehension and verbal skills to ask questions and participate in the learning process

Course Value: $350 for the series of five workshops
   Free training to those who qualify. Call for details.

When: Ongoing sessions from 9:30am-2:30pm. Call to register.

Location: 3090 Kingston Road, 3rd Floor, Scarborough, ON

Contact Us
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W ywctoronto.org/employment

YWCA Toronto
COMPUTER TRAINING SERIES
MS Office 2010 Workshops for Women
Intermediate and Advanced Levels

Our clients say...

“I am confident now that my new MS Office skills will get me the job.”

“Finally, my days of being intimidated by MS Excel and PowerPoint are over.”

“Self-taught learning programs are not for me. Having an instructor to answer my questions has made all the difference!”
MS OFFICE 2010 WORKSHOPS
COURSE OUTLINE

MS Word 2010 – Intermediate
- Working with Headers and Footers
- Aligning data with Tabs in order to improve the visual aspect of a document
- Types of Indentation, Paragraph and Line spacing
- Inserting graphics: Pictures, Clip art, SmartArt and Symbols
- Using Heading Styles to structure documents
- Creating a Table of Contents with automatic page numbering
- Inserting and modifying tables
- Tips for working faster in MS Word: Format Painter, Use of Office Clipboard to collect and paste images and text from multiple documents

MS Word 2010 – Advanced
- Using templates for business: Memos, Letters and Fax Cover Sheets
- Using Mail Merge to create customized letters, pre-addressed envelopes and mailing labels for the purpose of mass mailing.
- Managing reference sources and creating a bibliography
- Collaborating in MS Word: Tracking changes, using Comments and Protecting documents

MS Excel 2010 – Intermediate
- Creating formulas, as well as using MS Excel’s built in mathematical functions
- Creating and managing databases: Setting up Tables, Sorting, Filtering and Summarizing data
- Using Conditional Formatting
- Working with Charts: Inserting and modifying various charts such as column, bar and pie charts
- Tips for using tools to speed up formatting and editing data in MS Excel spreadsheet: Format Painter and Paste Special

MS Outlook 2010 – Overview/Intermediate
- Overview of MS Outlook 2010 Interface and customizing Outlook Today to suit your needs
- Creating email messages in Outlook and using Send Message Options
- Creating and setting up Signatures
- Managing Contacts
- Using Calendar to manage appointments, meetings and events or recurring appointments
- Using Tasks to manage your To-Do lists

MS PowerPoint 2010 – Overview/Intermediate
- Creating Presentations in MS PowerPoint 2010
- Working with different slide layouts to enter and modify text
- Formatting slide colour schemes: Themes and background styles
- Working with graphical elements: Pictures, Clip art, Shapes and SmartArt
- Inserting and modifying tables
- Enhancing presentations: Transitions and animations
- Navigating slides and Viewing slide show(s)
- Printing presentation(s) – Creating participant handouts, as well as facilitator notes

Course exempted by the Ministry of Training, Colleges and Universities under the Private Career College Act.