

# YWCA Toronto

## COMPUTER TRAINING SERIES

### MS Office 2010 Workshops for Women

#### Intermediate and Advanced Levels

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, 3<sup>rd</sup> Floor, Scarborough, ON

#### Contact Us

YWCA Toronto Skills Development Centre

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**W** [ywcatoronto.org/employment](http://ywcatoronto.org/employment)



#### 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!"*



A TURNING POINT  
FOR WOMEN



# 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