



# MICROSOFT OFFICE REFRESHER

One On One Instruction

Update your knowledge of Microsoft Office! This one on one hands on course is perfect for people who have previously been using Microsoft Word, Excel, PowerPoint and Outlook and could use a refresher! And since it's one on one, if there are some areas that you don't have experience with, we will fill in those gaps! There are so many tips that will allow you to do your job easier!

  
**Know it Sooner**  
Computer Training

**Seven Sessions  
(21 Hours)**

**Microsoft Excel  
10 Hours**

**Microsoft Word  
6 Hours**

**PowerPoint  
3 Hours**

**Windows/File  
Management  
1 Hour**

**Outlook/Email  
1 Hour**

**One On One Instruction**

**Training Manuals and  
Certificate Included**

**\$1,900  
+ GST**

**If you qualify for the Job  
Training Grant, this**  
★ **course will cost** ★  
**\$ 627 + GST**

For More Information and  
to Register:

780-940-6772

[www.knowitsooner.com](http://www.knowitsooner.com)

# Microsoft Office Training

## One on One

This is a suggested list of topics. Course topics may vary per session. We are flexible in redistributing the number of hours per program.

### **Excel (10 Hours)**

- Review of Excel components
- Simple Formulas
- Autofill
- Formatting a worksheet
- Absolute Formulas and Functions
  - Average, Min, Max, Count
- Printing worksheets
  - Setting print areas
  - Setting print titles
- Sorting
- Filtering
- Subtotaling
- Data Tables
- Pivot Tables

### **PowerPoint (3 Hours)**

- Creating a presentation
- Editing a presentation
- Additional formatting techniques
- Drawing objects
- Slide shows
- Transitions and Timings

### **Outlook/Email (1 Hour)**

- Sorting and Searching
- Managing your Inbox
- Automating Steps
- Quick Steps
- Conversation view
- Dragging Items to Folders
- Find Related Items
- The Check Names Feature

### **Word (6 Hours)**

- Quick Keystrokes
- Margins, Indents and Tabs
- Bullets and Numbering
- Page Numbering
- Headers and Footers
- Line Spacing
- Styles and Table of Contents

### **Windows/File Management (1 Hour)**

- Saving/Opening Files
- Creating Folders
- Using Shortcuts/Favorites

