

# Word Core

## Course Description

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Learn to get the most out of Microsoft Word. Learn time saving shortcuts for selecting, navigating and formatting and create professional looking business documents such as letters, forms, and newsletters in a fraction of the time. Participants will learn key functions for using documents to manage project notes, details of jobs, notices, contracts and other administrative requirements. This course maps to the Microsoft MOS Core Exam. After reviewing all topics in the manual participants will be prepared to successfully write the Microsoft Office Specialist Core Exam.

**Course Fee: \$259 +GST Course Duration: 7 hrs**

## Basic Skills Checklist

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The following list summarizes skills that students will be comfortable with after this course.

- Create and format documents
- Customize options and views
- Configure documents for printing or saving
- Insert and format objects such as Shapes, Images or SmartArt
- Create multi-level and bulleted lists
- Utilize page and section breaks
- Create, edit and format tables
- Apply references such as endnotes, footnotes and citations
- Use captions for pictures
- Generate table of contents and index
- Create QuickParts and manage building blocks

## Course Prerequisites

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The course assumes that students have completed the Microsoft Office Core Level 1 course or have equivalent knowledge.

All our courses are backed by our guarantee. We provide authorized Microsoft manuals for every course, Microsoft approved practice exercises, free backup and support. Please check with us about our free refresher policy.



# Excel Core

## *Course Description*

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Learn to use Excel to create budgets, track costs and generate quotes. Learn tools and ideas that will save time and create professional looking proposals and plans. Participants with only a very basic knowledge of Excel will quickly progress to create basic databases, budgets, graphs, reports and the fundamentals of building equations. This course maps to the Microsoft MOS Core Exam. After reviewing all topics in the manual participants will be prepared to successfully write the Microsoft Office Specialist Core Exam.

**Course Fee: \$259 +GST Course Duration: 7 hrs**

## *Basic Skills Checklist*

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The following list summarizes skills that students will be comfortable with after this course.

- Customize Excel options and views
- Create and manipulate tables
- Filter and sort data
- Apply formulas
- Use the correct syntax to insert functions
- Create and format cells and ranges
- Order and group cells and ranges
- Apply cell ranges and references in formulas and functions
- Summarize data with functions
- Apply conditional logic in functions
- Format and modify text with functions
- Create and format charts and objects

## *Course Prerequisites*

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# Outlook

## *Course Description*

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Outlook is a key communication tool in most companies yet is commonly underutilized and a time hog with too much time spent just responding to email. Learn powerful organizational strategies that can change the way you work and save you hours of time every week. Learn to navigate quickly, and far less, through Outlook and how to create a powerful single page dashboard that will let you strategically manage all your appointments, tasks, email and follow-up calls on a single page. This course maps to the Microsoft MOS Exam. After reviewing all topics in the manual participants will be prepared to successfully write the Microsoft Office Specialist Outlook Exam.

**Course Fee: \$259 +GST Course Duration: 7 hrs**

## *Basic Skills Checklist*

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The following list summarizes skills that students will be comfortable with after this course.

- Understand how Outlook is set up and types of information it can track
- Create format and send messages
- Create or modify signatures for e-mail
- Choose customized Outlook settings and views
- Organize and manage messages using quick steps
- Utilize the powerful search tools in Outlook
- Create rules and out of office notices
- Use the To Do bar to manage tasks
- Manage multiple calendars
- Create and organize tasks, appointments, meetings and events
- Create and manage notes, tasks and journals
- Utilize options such as voting buttons, flags or level of importance
- Create contacts and groups

## *Course Prerequisites*

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