COMPUTER APPLICATIONS

INTRO TO MICROSOFT WORD

KENJGEWIN TEG

This 45 hour/3 credit course introduces students to the word processing software, Microsoft Word. Students will create, edit and format documents using a variety of tools in Microsoft Word. The skills learned in this course will enable students to produce high quality assignments and reports. Students need to have a working familiarity with Microsoft Windows and access to Microsoft Word 2016 (or newer) to complete this course. (Note: Students will require access to a computer and Internet for class sessions).

Participants will:

- Learn basic MS Word functions
- Learn how to manage documents, work with text, and utilize proofreading features
- Learn formatting options with text, paragraphs and pages
- Learn how to work with Tables and Charts
- Learn how to work with Graphics

Date:

March 23 - April 22, 2021
5:00 - 8:00 p.m.,
Tuesdays, Wednesdays and Thursdays weekly
ONLINE (REMOTE DELIVERY)

Cost:

FREE

Learned skills can be applicable to nearly all areas of employment! REGISTER TODAY!

Accumulate Modules & Earn a College Certificate!*

Participants may choose to register for individual modules for professional development purposes (successful participants will receive college course credits). Alternatively, participants may choose to register for the entire certificate program and receive the Computer Applications Certificate through Canadore College*

College Certificate courses include: 1) MS Word, 2) Advanced MS Word, 3) MS Excel, 4) Advanced MS Excel, 5) MS PowerPoint, and 6) Operating Systems.

**all courses required (254 credit hours) to obtain Computer Applications Certificate*

To Register:

WWW.KENJGEWINTEG.CA

705-377-4342