

COMPUTER APPLICATIONS PROGRAM MICROSOFT ADVANCED WORD

START DATE: March 18, 2025

END DATE: April 17, 2025

PROGRAM OVERVIEW:

This 36-hour/3 credit course deals with one of the major microcomputer applications, Microsoft Word, at an advanced level. Its use as an office productivity tool is established through challenging assignments and creative projects that integrate text, numeric data, and graphics. 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 the Internet during class sessions.

PROGRAM OF STUDY:

- Advanced formatting in documents
- Formatting with styles
- Create forms
- Outline view and create a table of authorities
- & more advanced Word features!

FEE:

\$50 per course, plus textbook (if required)

In Partnership With



ADMISSION REQUIREMENTS:

Participants must be 19 years of age or older or have earned an Ontario Secondary School Diploma/Ontario Secondary School Graduation Diploma or equivalent.

SCHEDULE:

The course will begin on March 18 and will be held on Tuesdays and Thursdays from 6:00 pm to 8:30 pm.

Students can choose to attend in person at Kenjgewin Teg main campus or attend virtually.

ACCUMULATE COURSES & EARN COLLEGE CERTIFICATE!

Participants may choose to register for individual courses such as this one for professional development purposes (successful participants will receive college course credits).

Alternatively, participants may register for the entire program and receive the Computer Applications Certificate through Canadore College upon successful completion.*

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

[CLICK TO REGISTER](#)

To inquire/register, visit:

WWW.KENJGEWINTEG.CA 705-370-4342 ext. 220

Every attempt is made to ensure the accuracy of information provided in this fact sheet with our valued post-secondary partners. Kenjgewin Teg and its partners reserve the right to modify any course, program, curriculum, fee, timetable or location at any time. As a community-based delivery program with its partner, this program offering is subject to approved funding and sufficient enrolment.

P.O BOX 328, 374 HIGHWAY 551, M'CHIGEENG, ON, P0P 1G0 T: 705.370.4342 - W: KENJGEWINTEG.CA