

IMPROVE YOUR COMPUTER SKILLS!

Getting Started - Basic *

Basics, Mouse, Settings & more

- Sept 10, 12, 17
- Oct 22, 24, 29

Getting Started - Advanced *

Files/Folders, Programs & more

NOTE: Students should bring their own Flash Drive (USB Stick) to the Advanced class

- Nov 5, 7, 12

Internet/Social Media

Download, Search, E-Mail, Attachments, Social Media (Facebook, Twitter)

- Sept 24, 26, Oct 1, 3

Word 2016 - Level 1

Type, Save, Print, Edit, Spell Check & more

- Sept 25, 27, Oct 2, 4
- Nov 27, 29, Dec 4, 6

Word 2016 Level 2

Headers, Columns, Mail Merge, Tables & more

- Oct 30, Nov 1, 6, 8
- Dec 11, 13, 18, 20

Word 2016 - Level 3

Graphics, Macros, Web-Sites & more

- Jan 8, 10, 15, 17

Word 2016 - Level 4

Shading, Text Flow, Sorting & more

- Jan 22, 24, 29, 31

Do all 4 levels in Word and get an additional Word Specialist certificate

PowerPoint 2016 - Level 1

Basic Slide Presentations, Graphics, More

- Oct 9, 11, 16, 18

PowerPoint 2016 - Level 2

Multi-Media, Video, More

- Nov 13, 15, 20, 22

Sept 2018 to Jan 2019

Weeknights, 6-9pm

Certificate after completion of each workshop

Facebook:

www.stcharles.ca/FB

Twitter:

www.stcharles.ca/TW

Mountain Centre

150 East 5th

(near Upper James and Fennell)

FREE Parking available on Brucedale



Excel 2016 - Level 1

Enter info, Format, Formulas, Charts & more

- Oct 15, 17, 22, 24
- Nov 26, 28, Dec 3, 5

Excel 2016 - Level 2

Filters, Pivot Tables, Formulas, Charts & more

- Nov 12, 14, 19, 21
- Dec 10, 12, 17, 19

Excel 2016 - Level 3

Queries, Subtotals, Macros, Scenarios & more

- Jan 7, 9, 14, 16

Excel 2016 - Level 4

Web Pages, Importing, Track Changes

- Jan 21, 23, 28, 30

Do all 4 levels in Word and get an additional Excel Specialist certificate

Generalist Certificate

Complete ALL of the following core courses:

- Word - Level 1, Level 2
- Excel - Level 1, Level 2
- and any TWO additional courses

Provides students with skills in various business software applications.



PAYMENT INFO

Most courses
\$80, 12 hours
(4 nights)

Except *
\$40, 9 hours
(3 nights)
CASH ONLY

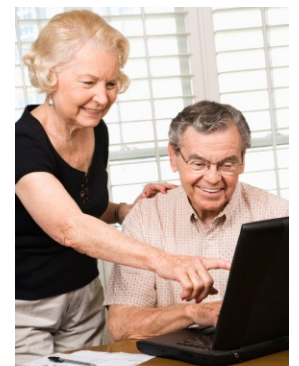
Please sign up
(and pay) at
least 1 week
before the
course starts

Payments have
to be in person

No registration
over the phone



Hamilton-Wentworth
Catholic Schools
Believing. Achieving. Serving.



905.577.0555, Press 5 then 0

info@stcharles.ca

www.stcharles.ca/comp