Microsoft Office Workshops

Hands-on Learning!
Choose one, choose them all!

Stratford Career Centre, 130 Youngs Street, Stratford

Fridays at 9am

(2-3 hrs. depending on size of class)

$30.00 per workshop

♦ **Microsoft® Word 2013 - Intermediate /Advanced**   February 24th, 2017

Learn tables and charts to organize and summarize data. Learn to use styles and themes to customize the look of your documents. Add images and custom graphic elements to your documents to graphically show information. Working with long documents – table of contents, footnotes, endnotes, citations and bibliography. Reviewing and collaborating on documents. Comparing and combining documents.

♦ **Microsoft® Office PowerPoint® 2013 – Intermediate**   March 10th, 2017

Create dynamic and memorable presentations – audiences always remember a story! Step to the next level with animation, pictures, sound and video.

♦ **Microsoft® Excel 2013 – Advanced**   March 24th, 2017

Pivot tables, VLOOKUP function, What-if Analysis, outline and subtotals.

♦ **Microsoft® Publisher 2013**   April 7th, 2017

Learn to create simple memes and other social media posts, postcards, trifold brochures and business cards. Take charge of your marketing and communications with this robust design tool.

♦ **Microsoft® Excel 2013 – Beginner**   May 5th, 2017

Learn to perform calculations, modify and format a worksheet. Print workbook contents. Manage large workbooks. Customize the Excel environment.

♦ **Microsoft® Excel 2013 – Intermediate**   May 19th, 2017

Create advanced formulas, analyze data with logical lookup functions, organize worksheet data with tables, visualizing data by using charts. Spark lines and advanced formulas.

♦ **Microsoft® Excel 2013 – Advanced**   June 2nd, 2017
Pivot tables, VLOOKUP function, What-if Analysis, outline and subtotals.

♦ **Adobe Acrobat - E-Forms and more**   June 16th, 2017
Learn all about Adobe Acrobat and PDF Files. Learn to build PDF e-forms with particular attention to AODA compliance.

PF SOLUTIONS
Training for the Workforce

Pre registration required
registration@pf-solutions.ca or call 519-271-2978