



Academy of Learning

C A R E E R C O L L E G E

Charlottetown & Summerside
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www.getyourged.ca

UPGRADE YOUR SKILLS OR LEARN A NEW PROGRAM VIRTUALLY!

Microsoft Word Basic

In this course, students learn to create, navigate, and organize documents and use the help functions. They learn to edit and manipulate text, view and format documents, and use Word's predefined functions. Students use the Find and Replace feature, use proofreading tools, create, format and modify tables and reports, work with hyperlinks, and learn how to preview and print a document.

Course Date: Weekly (Charlottetown/Summerside)
Duration: 3 full days or 6 half days
Cost: \$495.00

Microsoft Excel Basic

In this course, students learn to create and manage worksheets and workbook files; enter data and create basic formulas to perform calculations. They learn to edit and manipulate cell content, modify worksheet structure, view and format worksheets, and use Excel's predefined functions. Students use the Find and Replace feature, use themes to format workbooks and practice preparing, previewing, and printing worksheets.

Course Date: Weekly (Charlottetown/Summerside)
Duration: 3 full days or 6 half days
Cost: \$495.00

Microsoft Word Intermediate

In this course students learn to use mail merge, use bibliographic citations and sources in a document, create and modify bibliographies, incorporate footnotes and endnotes into a document, and generate a table of figures. They learn to insert, modify, and format pictures, clip art, media, text boxes, forms, and shapes. They also learn how to use section breaks, building blocks, templates, multiple headers and footers, create a table of contents and index, and use themes and style sets.

Course Date: Weekly (Charlottetown/Summerside)
Duration: 3 full days or 6 half days
Cost: \$495.00

Microsoft Excel Intermediate

In this course, students learn to create and format different types of charts, use advanced skills to edit and format cell content, use themes, conditional formatting, and styles. They learn to work with multiple worksheets, link cells and formulas, use cell references, copy worksheets, apply advanced functions, and use data analysis tools. They also learn how to create and organize data in a table and how to sort, filter, group, and outline data. Students also practice working with graphics and templates.

Course Date: Weekly (Charlottetown/Summerside)
Duration: 3 full days or 6 half days
Cost: \$495.00

CALL: 902-894-8973 OR EMAIL: INFO@AOLPEI.CA TO REGISTER