



Advanced Microsoft Word & PowerPoint

SKILLS TRAINING CENTRE 2019

Learn to be an expert user of both Microsoft Word and PowerPoint. Take your skills to a new level of mastery with our advanced two-day course.

COURSE INFORMATION

2-day course fee: \$300

Time: 9:30 am – 3:30 pm

See our Course Schedule at dcrs.ca/STC for upcoming start dates and locations

REGISTER TODAY

Email your full name, phone number and email address to skillstraining@dcrs.ca

OUTCOMES

Word:

- ✓ Learn to use track changes including accepting and rejecting changes
- ✓ Use Mail Merge, create envelopes and labels, and protect documents
- ✓ Use bookmarks, add watermarks, add captions and customize the ribbon

PowerPoint:

- ✓ Work with slide masters, handout master and notes master
- ✓ Use transitions, animation and multimedia
- ✓ Real-time collaboration options

Learn more about all our Skills Training Centre courses

Contact us at **604-547-2010**, email skillstraining@dcrs.ca and visit our website at dcrs.ca/STC