



SKILLS TRAINING CENTRE

Microsoft Word and PowerPoint Essentials

Getting you ready for the workforce!

Take your Microsoft Word and PowerPoint know-how to a **new level** with our **in-depth two-day course**.

Course Information

| | |
|-----------------------|---|
| # Days of training | 2 days |
| Course times | 9:30 am – 3:30 pm |
| Fee | \$300* |
| Upcoming course dates | See our Course Schedule at dcrs.ca/STC |
| Location | DIVERSEcity City Centre Campus #214 – 10070 King George Blvd., Surrey, BC |

**Subsidies may be available through WorkBC.*

Course Outcomes

- Learn to use track changes in Word 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
- In PowerPoint, work with slide masters, handout master and notes master
- Use transitions, animation, multimedia and real-time collaboration options



Our Course Schedule and overviews of all our courses are available at dcrs.ca/STC.

REGISTER

-  **604-547-2010**
-  **skillstraining@dcrs.ca**
-  **dcrs.ca/STC**

When registering by email, please include your full name, email address and phone number.