



SKILLS TRAINING CENTRE

Advanced Microsoft Word and PowerPoint

Getting you ready for the workforce!

Take your Microsoft Word and PowerPoint know-how to an expert 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 Community Campus 13455 76 Avenue, 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.