



DIVERSECITY

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 | |
|-----------------------|---------------------------------------------------------------------------------|
| Training time | 2 days / 12 hours |
| Fee | \$300* |
| Upcoming course dates | See our Course Schedule at dcrs.ca/STC |
| Delivery options | (ON HOLD) Classes at 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



Find our Course Schedule and descriptions of all our courses at dcrs.ca/STC.

REGISTER

- 📞 604-547-2010
- ✉ skillstraining@dcrs.ca
- 🚀 dcrs.ca/STC

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