

IMPROVE YOUR COMPUTER SKILLS!

Getting Started - Basic \$40

Basics, Mouse, Settings & more

- Feb 4, 6, 11
- April 15, 17, 24

Getting Started - Advanced \$40

Files/Folders, Programs & more

NOTE: Students should bring their own Flash Drive (USB Stick) to the Advanced class

- April 29, May 1, 6

Internet/Social Media \$80

Download, Search, E-Mail, Attachments, Social Media (Facebook, Twitter)

- Feb 19, 21, 26, 28

Word 2016 - Level 1 \$80

Type, Save, Print, Edit, Spell Check & more

- March 19, 21, 26, 28
- May 7, 9, 14, 16

Word 2016 Level 2 \$80

Headers, Columns, Mail Merge, Tables & more

- April 23, 25, 30, May 2
- May 21, 23, 28, 30

Word 2016 - Level 3 \$80

Graphics, Macros, Web-Sites & more

- June 4, 6, 11, 13

Word 2016 - Level 4 \$80

Shading, Text Flow, Sorting & more

- June 18, 20, 25, 27

Do all 4 levels in Word and get an additional Word Specialist certificate

PowerPoint 2016 - Level 1 \$80

Basic Slide Presentations, Graphics, More

- April 2, 4, 9, 11

PowerPoint 2016 - Level 2 \$80

Multi-Media, Video, More

- May 13, 15, 22, 27



Feb - Jun 2019
Weeknights, 6-9pm
Certificate after completion of each workshop

Mountain Centre

150 East 5th

(near Upper James and Fennell)

FREE Parking available on Brucedale

Excel 2016 - Level 1 \$80

Enter info, Format, Formulas, Charts & more

- Feb 25, 27, Mar 4, 6
- April 1, 3, 8, 10

Excel 2016 - Level 2 \$80

Filters, Pivot Tables, Formulas, Charts & more

- March 18, 20, 25, 27
- April 15, 17, 24, 29

Excel 2016 - Level 3 \$80

Queries, Subtotals, Macros, Scenarios & more

- June 3, 5, 10, 12

Excel 2016 - Level 4 \$80

Web Pages, Importing, Track Changes

- June 17, 19, 24, 26

Do all 4 levels in Word and get an additional Excel Specialist certificate

Generalist Certificate

Complete ALL of the following core courses:

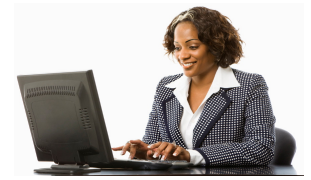
- Word - Level 1, Level 2
- Excel - Level 1, Level 2
- and any TWO additional courses

Provides students with skills in various business software applications.

Facebook:
www.stcharles.ca/fb or
[@stcharlesadultandconed](https://www.facebook.com/stcharlesadultandconed)

Twitter:
www.stcharles.ca/tw or
[@stcharlesace](https://twitter.com/stcharlesace)

Instagram:
www.stcharles.ca/in or
[@stcharleshamilton](https://www.instagram.com/stcharleshamilton)



PAYMENT INFO

CASH ONLY

Please sign up (and pay) at least 1 week before the course starts

Payments have to be in person

All classes run subject to enrollment

If classes are cancelled, students will be called.

No registration over the phone

