

IMPROVE YOUR COMPUTER SKILLS!

Organizing Your Computer (GSA1A1)

Files/Folders, Programs & more

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

- Sept. 16, 18, 23, 25

Internet/Social Media (INT1A1)

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

- Sept. 10, 12, 17, 19

Word 2016 - Level 1 (MSW1A1)

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

- Oct. 15, 17, 22, 24
- Nov. 26, 28. Dec. 3, 5

Word 2016 Level 2 (MSW2A1)

*Headers, Columns, Mail Merge, Tables &
more*

- Nov. 12, 14, 19, 21
- Dec. 10, 12, 17, 19

Word 2016 - Level 3 (MSW3A1)

Graphics, Macros, Web-Sites & more

- Jan. 7, 9, 14, 16

Word 2016 - Level 4 (MSW4A1)

Shading, Text Flow, Sorting & more

- Jan. 21, 23, 28, 30

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

PowerPoint 2016 - Level 1 (PPT1A1)

Basic Slide Presentations, Graphics, More

- Oct. 21, 23, 28, 30

PowerPoint 2016 - Level 2 (PPT2A1)

Multi-Media, Video, More

- Nov. 4, 6, 11, 13

Sept 2019- Jan 2020

Weeknights, 6-9pm

Certificate after completion
of each workshop

Mountain Centre

150 East 5th

(near Upper James and Fennell)

FREE Parking available on
Bruceedale

Excel 2016 - Level 1 (MSE1A1)

*Enter info, Format, Formulas,
Charts & more*

- Sept. 30, Oct. 2, 7, 9
- Nov. 25, 27. Dec. 2, 4

Excel 2016 - Level 2 (MSE2A1)

*Filters, Pivot Tables, Formulas,
Charts & more*

- Oct. 28, 30. Nov 4, 6
- Dec. 9, 11, 16, 18

Excel 2016 - Level 3 (MSE3A1)

*Queries, Subtotals, Macros,
Scenarios & more*

- Jan. 6, 8, 13, 15

Excel 2016 - Level 4 (MSE4A1)

*Web Pages, Importing, Track
Changes*

- Jan. 20, 22, 27, 29

Do all 4 levels in Excel 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

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)



NEED A BEGINNER CLASS?

We have FREE basic
day/night computer
classes

905.577.0555 ext
2443

PAYMENT INFO

CASH ONLY

All Courses are \$80

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
online or over the
phone