



Transitions College

of Business & Career Studies

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4 Week Microsoft Refresher Course

Details:

- This program does not require approval under the Private Career Colleges Act, 2005
- Continuous intake on commencing on Mondays
- 60 class hours (15 hours per week)
- Classes are 8:30am – 11:30am or 12:00pm – 3:00pm, Monday through Friday

Topics Include:

Microsoft Word (1 week)

- Creating Documents with Microsoft Word 2010
- Using Tables and Templates to Create Resumes and Cover Letters
- Creating Research Papers, Newsletters, and Merged Mailing Labels

Microsoft Excel (1 week)

- Creating a Worksheet and Charting Data
- Using Functions, Creating Tables, and Managing Large Workbooks
- Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools

Microsoft Access (1 week)

- Getting Started with Access Databases
- Sort and Query a Database
- Forms, Filters, and Reports

Microsoft PowerPoint (half a week)

- Getting Started with Microsoft Office PowerPoint
- Formatting PowerPoint Presentations
- Enhancing a Presentation with Animation, Video, Tables, and Charts

Microsoft Outlook (half a week)

- Introduction to Outlook 2010 and E-mail
- Working with Contacts and Tasks
- Using the Calendar
- Planning Meetings
- Assigning Tasks and Sending Instant Messages
- Organizing and Managing Outlook Information