

Economic Planning Board - Computer Resource Centre

Two in one Computer Class August 30, 2015 10:00 am to 4:00 PM

MICROSOFT WORD 2013 INTRODUCTION

Course Outline

New Word 2013 Interface

- ◆ The New Word 2013 The Quick Access Ribbon Toolbar
- ◆ Advanced tabs and customization of ribbon

Understanding and working with documents

- ◆ Creating and saving documents
- ◆ Creating headers and footers

Basic documents formatting

- ◆ Using formatting and designing tools
- ◆ Working with templates, bullets and numbering
- ◆ Using delineation tools
- ◆ Add paragraph + adding and editing hyperlinks
- ◆ Using layouts and views, basic & advanced view tools, saving files, making MS Word work backwards

Printing

- ◆ Viewing and printing documents

MICROSOFT EXCEL 2013 INTRODUCTION

Course Outline

New Excel 2013 Interface

- ◆ Understand the Ribbon and Contextual Tabs
- ◆ Data Entry to Create a New Workbook
- ◆ Using Excel Templates
- ◆ Customize the Quick Access Toolbar

Understanding and Working with Data

- ◆ Select, enter, edit and delete data
- ◆ Add Label and a Value
- ◆ Using Find, Replace and Go To , Redo, Repeat
- ◆ Inserting/Deleting cells, worksheets, rows, etc.

Using Basic Formulas and function

- ◆ How to create formulas and use AutoSum Function
- ◆ Using Relative and Absolute Cell References

Formatting Workbook Elements

- ◆ Using and Modifying Conditional Formatting
- ◆ Creating and Modifying Styles

Printing

- ◆ Define Printing feature

**THESE CLASSES WILL BE HELD AT THE COUNCIL OFFICE: SECOND FLOOR—2020 27 Ave NE
COST \$ 30.00 INCLUDES LIGHT LUNCH**

For more information and to register : epb.crc@gmail.com or Phone or Text : 403-689-8584

