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**Introduction to Microsoft Word & Excel Basic for Mac Computers**

**January 18-20-22, 2022. Tuesday-Thursday-Saturday**

**5:00 PM-7:00 PM BC-Pacific Standard Time, 6:00 PM-8:00 PM Alberta-Mountain Standard Time, 8:00 PM-10:00 PM Toronto -Eastern Time Zone**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this three evenings Information Sessions is $10.00**

**Participants will acquire basic knowledge on how to effectively use MS Excel**

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| **New Microsoft Word & Excel Interface**   * Understand the Ribbon and Contextual Tabs * Ribbon overview and Back Stage View & Help * Data Entry to Create a New Workbook * Navigate and Save a 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   **Formatting Workbook Elements**   * Font group & Alignment group of commands * Creating and Modifying Styles * Resize columns   **Using Basic Formulas and function**   * How to create formulas * Use AutoSum and functions. * Quick calculations   ***Using Comments***   * *Inserting Comments* * *Editing Comments* * *Deleting Comment*   **Printing**   * Freeze panes * Define Printing feature * Print options | **Getting Started with Word**  **•** Identify the Components of the Word Interface  • Editing a Document  • Navigate and Select Text  • Modify Text, Find and Replace Text  **Understanding and working with documents**  **•** Creating and saving documents  • Creating headers and footers  **Formatting Text and Paragraphs**  **•** Apply Character Formatting  • Align Text Using Tabs  • Display Text as List Items  • Apply Borders and Shading & Styles  **Managing List**  **•** Sort and Re-number a List  • Insert Graphic Objects  • Insert Symbols and Special Characters  **Controlling Page Appearance**  **•** Apply a Page Layout, Border and Color  • Add a Watermark  • Add Headers and Footers  **Proofing a Document**  **•** Check Spelling and Grammar  • Other Proofing Tools  **Working with Styles**  **•** Creating, Applying, and Modifying Styles  • Using Building Blocks Organizer and Quick Parts  **Apple Keyboard Shortcuts for MS Office** |

**Course Outline**

**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Advanced Registration with Pre-Payment Required**

[**https://iicanada.org/form/microsoft-word-excel-mac-os**](https://iicanada.org/form/microsoft-word-excel-mac-os)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit https://www.iicanada.org/ for more information\*\***