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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\*\***