

MS Office 2019 Word & Excel

Upgrade Your Skills
For Today's Workplace!

20 HOURS OF ONLINE INSTRUCTION



Learn Word & Excel!

TOPICS INCLUDE:

- Working with files in **MS Word**:
- Formatting text
- Adding images, shapes and tables
- Using Smart Art graphics
- Sharing, reviewing and editing documents
- Layout and printing

- Using and formatting worksheets in **MS Excel**:
- Creating, saving and sharing new workbooks
- Formatting and modifying cells, columns and rows
- Understanding numbers, formulas and functions
- Sorting, filtering and grouping data
- Working with tables and charts
- Layout and printing

CLIENT SATISFACTION

"This course helped me brush up on my knowledge of MS Word and Excel. I now feel more prepared and confident about my skills for job interviews."

Mona Kheraj

AVAILABLE TO ALL ADULT LEARNERS

CLASSES HELD ON TUESDAYS AND THURSDAYS

5:00 PM—7:30 PM

New session starting Oct. 5th!

Register Today!

Registration Fee: \$150

A CERTIFICATE OF COMPLETION IS
AWARDED TO ALL GRADUATES

**FOR MORE INFORMATION, CALL OR
EMAIL US AT**

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