

This Microsoft Office Certificate is designed to develop your office skills which are essential to re-enter today's competitive office workplace. You will study the Windows operating system and the Microsoft Office Suite of software, Word, Excel, Access and PowerPoint, and an integration course that allows you to integrate different applications together.

## FastTrack Program

January 18 – June 18, 2010

(No class February 15, March 15 - 19, April 2 and May 24)

Monday – Friday, 9:10 am – 12:10 am

Whitby Campus

\$2010.80 (textbooks are extra)

*Students will register for individual modules.*

*If all modules are completed a certificate will be awarded.*

### Office Overview - WIND 1257

In this course, you will learn the fundamentals of the WINDOWS XP operating system. Topics include managing files, control panel and explorer. You will also have an introduction to WORD 2007 (word processing), EXCEL 2007 (spreadsheets), ACCESS 2007 (database), POWERPOINT 2007 (presentations), as well as email. Through presentations and hands-on practice you will gain an understanding of how the software packages work in the Office environment.

Jan 18-Feb 5/45 Hrs/\$295.80 + text(s)

### Word Introduction - WIND 2250

Recommended: A strong knowledge of Windows  
Learn word processing concepts using Microsoft Word 2007. Topics include creating, editing, printing, spell checking, tables, graphics and sorting.

No class February 15.

Feb 8-Feb 26/40 Hrs/\$269.60 + text(s)

### Word Advanced - WIND 3250

Learn advanced word processing to produce professionally customized documents. Topics include: customize using the toolbars; auto text entries and field codes; create and use customized templates; understand, create, modify and run basic macros; design and create an on-screen form; and learn to work comfortably with large documents creating master documents and indexes.

Mar 1-Mar 12/30 Hrs/\$212.20 + text(s)

### Excel Introduction - SPRD 2251

Recommended: A strong knowledge of Windows  
Excel is one of the most popular spreadsheet programs in today's market. Using Excel 2007 you will find how easy it is to create professional-looking spreadsheets. Learn formatting and editing features, as well as excellent shortcuts to enhance spreadsheets.

Mar 22-Apr 9/40 Hrs/\$269.60 + text(s)

for more information contact: Val Gilham | 905.721.2000 ext. 2828 | [val.gilham@durhamcollege.ca](mailto:val.gilham@durhamcollege.ca)

## **Excel Advanced – SPRD 3252**

Recommended: A strong understanding of Excel  
You will learn the advanced features of Microsoft Excel 2007 to produce professional, custom workbooks and management concepts. In particular, you will study macros and the advantages of the wizards in detail. No class February 15.

Apr 12-Apr 23/30 Hrs/\$212.20 + text(s)

## **Access Introduction - WIND 1260**

Recommended: A strong knowledge of Windows  
Learn to create relational databases using Access 2007. Topics include creating, adding, displaying and editing records as well as sorting, indexing files and data queries.

Apr 26-May 13/40 Hrs/\$269.60 + text(s)

## **PowerPoint - WIND 1261**

Recommended: A strong knowledge of Windows  
Create impressive on-screen slide shows using PowerPoint 2007. Learn to import scanned images and Internet files to create an eye-catching presentation that will help you sell products and ideas. Step-by-step instruction will help you learn to create corporate presentations that are second to none.

May 17-Jun 4/40 Hrs/\$269.60 + text(s)

## **Software Application Integration - COMP 2259**

Recommend: A strong knowledge of Access Excel, PowerPoint and Word

Learn how to integrate Microsoft software using Word, Excel, Access and PowerPoint. You will learn to copy, paste, link and embed files from one program to another. For example, you will learn to create links between Excel and Word or add a PowerPoint presentation to a Word file.

Jun 7-Jun 18/30 Hrs/\$212.20 + text(s)

*Students will register for individual modules.  
If all modules are completed a certificate will be awarded.*