



EMPLOYABILITY
TRAINING
CENTER

WORKPLACE COMPUTER SKILLS TRAINING

ABOUT THE COURSE

Confidently apply for jobs knowing that you possess the computer skills needed to perform on the job. This course includes a great introduction to Windows Operating System and Office 365 and will also focus on software applications most commonly used at workplaces.

YOU'LL LEARN:

- Business use of MS Word, Excel & PowerPoint for day to day office work at an intermediary level
- Mail merge, Email merge, Macros, Formatting, Inserting media, tables, and charts etc.
- Pivot table, Vlook up, Formulas, Functions, Conditional Formatting, and charts etc.
- Slide master, themes, designs, animation, organizing slides, inserting media.
- Business email etiquette
- Effective use of social media at the workplace

30 HOURS | \$560

*Fee is inclusive of all taxes



KNOW MORE



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