

WorkReady

Introduction to Microsoft Office

FREE 6-WEEK PART-TIME PROGRAM

Learn to navigate the key features of Microsoft Word, Excel, PowerPoint, and Outlook to complete common office tasks on a computer with ease.

What You'll Learn

- **Microsoft Word** - Learn how to edit and format documents containing text, images, and tables
- **Microsoft Excel** - Learn how to edit and filter data in worksheets and create formulas, functions, and charts
- **Microsoft PowerPoint** - Learn how to create and edit slides and place holders to create a professional presentation
- **Microsoft Outlook** - Learn how to send and receive messages, manage your calendar, store contact information and be able to track tasks to improve efficiency

PROGRAM ELIGIBILITY

- Valid Social Insurance Number (SIN)
- Attained a CLBA 6
- 19 year of age or older
- Successfully complete an intake assessment

LOCATIONS

151 Superior Blvd,
Unit 19-23, Mississauga,
ON L5T 2L1

3 Conestoga Drive,
Suite 100, Brampton,
ON L6Z 4N5



CONTACT

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New Session Coming Soon! Call for more information