

MICROSOFT OFFICE WEBINAR SCHEDULE FALL 2019

WHAT?	LIVE ONE HOUR WEBINARS! If you can't make one of the sessions, each one will be recorded and available to watch later (within a day)!
WHERE?	Wherever you are! Use your own computer!
WHY?	Now is the time to sharpen your skill set! Don't be left behind!
HOW DO I SIGN UP?	Go to www.knowitsooner.com or click on the links below

- Live training using Zoom (a web-based, easy to use free program). Each are recorded in case you miss one!
- Price Includes a manual and all the lessons in the webinar. They are all one hour per week.
- Exercises are given as homework to practice.
- Group Pricing is available, contact us!

Register today!
780-940-6772
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www.knowitsooner.com



COURSE NAME	COURSE DATES	TIME (MST)	HOURS	COST	DESCRIPTION
EXCEL BEYOND THE BASICS	Sep 19 - Dec 12	10:00-11:00	10	\$175 CDN \$132 USD	This course starts with a review of basic Excel features and Tips and Tricks and works into intermediate features and functions (IF, VLOOKUP, ROUND, Graphs, Linking, etc). If you're a real beginner, consider taking one of the Level 1 webinars first.
EXCEL LEVEL 1	Oct 23 – Dec 11	10:00–11:00	6	\$99 CDN \$75 USD	This course starts from the basics of Excel and works up into formulas and formatting so you can create professional looking spreadsheets! Sorting and printing are also covered.
EXCEL LEVEL 1 ACCELERATED	Sep 18 - Oct 2	10:00–11:00	3	\$49 CDN \$37 USD	If you're somewhat familiar with Excel, but not ready to tackle the intermediate tasks, this is a great course for you. We will review formulas, quick formatting methods, sorting and printing tips.
OUTLOOK TIPS	Oct 9	10:00–11:00	1	FREE	Is Outlook the one program that you use the most and spend the majority of your time on in a day? If so, then it makes sense to know more about it and be super productive when using it! This is the course that you'll wish you would have taken a long time ago!
POWERPOINT LEVEL 1	Sep 18 – Oct 2	1:00–2:00	3	\$49 CDN \$37 USD	Create your own professional looking presentation completed with pictures, shapes, smart art and jazzy effects. Learn how to effectively present it with slide transitions and animations. Great for all levels.
WHATS NEW IN OFFICE 365	Oct 9	1:00-2:00	1	\$19 CDN \$15 USD	What has changed and what is new in the latest version of Office? Come find out!
WORD BEYOND THE BASICS	Sep 19 – Dec 12	1:00–2:00	10	\$175 CDN \$132 USD	This course starts with a review of basic features and Tips and Tricks and works into intermediate features (Mail Merge, Sections, Autotext, Styles, Table of Contents, Document Compare, Track Changes, Advanced Numbering Pictures and Columns, etc)! If you're a real beginner, you'll want to start with the Word Level 1 Course.
WORD LEVEL 1	Oct 23 – Dec 11	1:00– 2:00	6	\$99 CDN \$75 USD	This course starts from the basics of Microsoft Word and works up into formatting so you can create professional looking documents! Margins, tabs, indents, headers and footer, fonts, automatic numbering, bullets and line spacing are covered.

CATCH UP WEEK – NO CLASSES

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				