



Microsoft Word Essentials For The Workplace

Course Overview

\$120

Become familiar with one of the most widely used word processors: Microsoft Word. This essential course will provide you with the knowledge and understanding of basic Word functions. Course modules include creating and saving files, navigating menu and toolbar items, and manipulating, proofing, and formatting documents and tables.

Students will receive a Letter of Successful Completion at the end of each course, recognizing their understanding and mastering of the course competencies.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

**7 hours
offered in-person**

1

2024S CEMA 125 101

February 20, 2024

Tuesday | 8:00am - 4:00pm

Registration recommended by
Monday, February 12, 2024

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

Ready to Register?

Request for Registration Online Form; and/or
Sponsor an Employee Form

FOR MORE INFORMATION:

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School of Access
& Continuing Education