



Microsoft Word Essentials For The Workplace

Course Overview

FREE

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.

Select sections of CEMA 125 course may be eligible for the future skills grant. Learn more about eligibility and how to apply for funding by visiting cnc.bc.ca/futureskills.

THIS PROGRAM IS TUITION-FREE WHEN YOU APPLY FOR THE FUTURE SKILLS GRANT. YOU WILL BE PROVIDED APPLICATION INSTRUCTIONS UPON REGISTRATION.

Ready to Register?

FOR MORE INFORMATION:

P 250 692 1700
E lksdist@cnc.bc.ca
cnc.bc.ca/burnslake

**7 hours
offered in-person**

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2023F CEMA 120 501
October 25, 2023
Wed | 9:00am - 4:30pm

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. **Registration is recommended by October 18, 2023.**



School of Access
& Continuing Education