



Continuing & Distance Education

Microsoft Office

St. Francis Xavier University is pleased to offer two, non-credit courses:

Microsoft Word

Tuesdays, 4 to 6 pm, January 31 to February 14

This course will instruct you on the basics of Microsoft Word. It will begin with popular & essential elements of the Word environment (document layout, orientation, fonts & spacing) and move onto editing existing documents, including tables and graphics. Students will also be shown Word's integration with other programs in the MSOffice suite. Students should have knowledge of the Windows environment, and experience with the keyboard and mouse.

Application deadline: January 30, 2012

Tuition: \$115 + HST

Microsoft Excel

Tuesdays, 4 to 6 pm, February 28 to March 20

A beginner's guide to the essentials of Microsoft Excel. It will begin with the basic spreadsheet (creating and editing), data entry and manipulation (formulas and simple functions) and finally data's representation in tables and charts. Students will also be shown Excel's integration with other programs in the MSOffice suite. Students should have knowledge of the Windows environment, and experience with the keyboard and mouse.

Application Deadline: February 27, 2012

Tuition: \$125 + HST

Instructor: Marcy Baker

Additional information on these two courses and registration procedures can be obtained by contacting:

Continuing and Distance Education

Phone: (902) 867-3319

Email: cmaceach@stfx.ca

Registration is limited