UPCOMING MICROSOFT COURSES
FALL 2026 SCHEDULE

IMPORTANT INFORMATION:

- Our courses are practical, relevant, and aligned with both Employment Ontario and WCG standards.
- These programs may also qualify for ERF funding for eligible candidates.
- All listed courses prepare students for the official Certiport MOS Certification Exam.
- Standard course fee covers full training tuition. Exam vouchers are optional and cost an additional $150 per course (reflected in the 'With Voucher' pricing).

DATES	COURSE TITLE	COURSE DESCRIPTION	FEE OPTIONS
Oct 02 – Oct 15 Tue, Wed, Thu, Fri 09:00 AM - 04:00 PM	**Word Core**	*Managing documents; formatting text and paragraphs; using headers, footers, section breaks and styles. Creating tables, lists, illustrations and text boxes. Adding footnotes and endnotes.*	Course Fee: **$350** **With Voucher:** **$500**
Oct 16- Oct 28 Tue, Wed, Thu, Fri 09:00 AM - 04:00 PM	**Excel Core**	*Managing worksheets and workbooks, formatting and printing workbooks. Using formulas, statistical functions, IF functions and absolute and relative references. Working with charts.*	Course Fee: **$350** **With Voucher:** **$500**
Oct 29 – Nov 04 Tue, Wed, Thu, Fri 09:00 AM - 04:00 PM	**Outlook**	*Creating and managing new messages. Using action buttons for email. Inserting items and saving messages. Managing email signatures. Using the calendar to create tasks.*	Course Fee: **$200** **With Voucher:** **$350**
Nov 17 – Nov 26 Tue, Wed, Thu, Fri 09:00 AM - 12:00 PM	**Word Expert**	*Managing documents; protecting documents; using advanced editing and formatting features; managing paragraphs; customizing document design elements; creating building blocks.*	Course Fee: **$450** **With Voucher:** **$600**
Nov 27 – Dec 08 Tue, Wed, Thu, Fri 09:00 AM - 04:00 PM	**Excel Expert**	*Managing and using advanced conditional formatting; applying custom numeric formats; using the correct syntax for functions; using advanced date and functions; pivot tables and charts.*	Course Fee: **$450** **With Voucher:** **$600**
Dec 09 – Dec 15 Tue, Wed, Thu, Fri 09:00 AM - 04:00 PM	**PowerPoint Presentation**	*Creating a new presentation; applying themes and customizing slide layouts; managing slide masters, handout masters, note masters; customizing presentations; running the slide show.*	Course Fee: **$250** **With Voucher:** **$400**

REGISTRATION & INQUIRIES

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SCAN TO REGISTER

(Scan QR code to register directly via email)