***When***: Sunday, April 7, 2019 – PowerPoint

 Monday, April 8, 2019 - Excel

***Duration***: 9:00 to 4:00 pm

***Where***: Membertou Trade & Convention Centre

 Breakout Room 1

 50 Maillard St, Membertou, Cape Breton

 (902) 468-6477

***Prerequisites***: Laptop computer with Microsoft Office 365

 Basic mouse ($11.98 + HST @ Walmart)

 Notepad and pen/pencil

***Cost***: $30 (for both days - includes lunch)

**Welcome to Microsoft Office 365!**

In an everyday world where data processing and management software is an integral part of our day-to-day lives, Microsoft® is a leading provider of business essentials globally.

This Microsoft Office class will address the following components of Microsoft Office 365 (*including but not limited to*):

|  |  |
| --- | --- |
| ***PowerPoint Basics*** | ***Excel Basics*** |
| * User interface
* Content
* Slideshows
* Themes
* Transitions
* Animations
* Formatting
* Playback
 | * User interface
* Creating spreadsheets
* Basic formulas
* Tabs
* Links
 |

**For registration, please contact the Cosmetology Association at (902) 468-6477.**

***NOTE***: Members who would like to request a specific component be added to the class for review, please contact Candice Conrad at candice@nscosmetology.ca .