

OPEN LEARNING CENTRE (OLC) COMPUTER BASICS SERIES



OLC. 001
COMPUTER BASICS I:
Word Processing and Windows



OLC.002
KEYBOARDING TUTOR:
Improve Your Keyboarding Skills



OLC.003
COMPUTER BASICS II:
Essentials of Word Processing

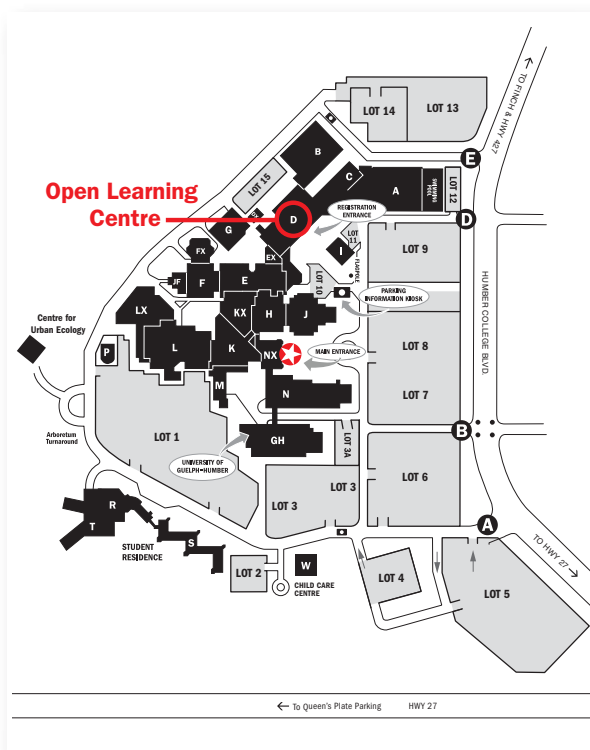


OLC.004
COMPUTER BASICS III:
Essentials of Spreadsheets

Designed for those who are unfamiliar with the fundamentals of computers, computer software, and common computer tasks, the OLC Computer Basics Series is a set of four, non-credit courses that run throughout the academic year.

Computer Basics I, II and III are in-class weekend courses led by qualified instructors while Keyboarding Tutor is an independent learning course that is hosted in our OLC lab at Humber College - North Campus.

Participants are encouraged to complete all four courses in succession, but this is not required. For registration details, please view our website at www.humber.ca/onlinelearning.



OPEN LEARNING CENTRE (OLC) Humber Institute of Technology and Advanced Learning



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www.humber.ca/onlinelearning



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www.youtube.com/HumberCollegeOLC

OPEN LEARNING CENTRE (OLC)

OLC.003 COMPUTER BASICS II: Essentials of Word Processing





OLC.003 COMPUTER BASICS II: Essentials Of Word Processing

This course is a continuation of OLC.001 - Computer Basics I.

During this three session course, participants will expand on the basics of formatting and editing techniques in Microsoft Word while practicing and enhancing their word processing skills.

At the completion of this course, participants will be familiar with the following skills:

- Editing and formatting documents
- Inserting graphics and watermarks
- Creating tables
- Using built-in Wizards and Templates

This course is a **non-credit**, general interest course with no examination or prerequisite.

It is recommended that participants complete OLC.001, but it is not required.



Learning Outcomes

Week 1: Editing and Formatting

- Use the spell-check and grammar check
- Add bullets, numbers, headings and sub-headings
- Insert headers, footers and borders
- Insert WordArts, Clip Arts and AutoShapes

Week 2: Creating Tables

- Insert a table
- Insert and delete rows and columns in an existing table
- Use the AutoFormat command to enhance the table
- Customize tables using individual formatting commands

Week 3: Working with Wizards and Templates

- Use the Internet to search and download Office Templates
- Create and design a simple brochure and calendar
- Apply formatting and editing techniques
- Mail Merge

To view additional course information, including course fees and the course outline, please view the link below:
www.humber.ca/onlinelearning

For Course Availability

Please check the Open Learning Centre website:
www.humber.ca/onlinelearning

Or contact the Open Learning Centre at:
416.675.5049

Location, Time And Schedule

The course runs for three consecutive Saturdays, three hours every Saturday for a total of nine hours.

Saturdays from 9:00 am to 12:00 noon
In Room D225, OLC, North Campus

Registration Information

If you wish to register in one of the available sections, please contact the Registration Centre at:

416.675.5005 (North Campus)
416.789.1034 (Lakeshore Campus)

**This course will raise
your confidence
in using Microsoft Word.**

