

Central Alberta Regional Consortium

Working Together: Making a Difference

Promoting student achievement and school improvement through professional development.



Tips and Tricks of Word & Excel 2010

with Lianne Kruger

Date: **Wednesday, November 1, 2011**

Venue: **River Glen School, CARC Suite**

Time: **9:00 am - 3:30 pm**

Address: **4210 59 St., Red Deer**

Cost: **\$30**

Lunch: **Lunch is Included**

This session is made possible through a grant from Alberta Education

About the session:

Tips and Tricks Word 2010: Learn the short cuts to Word 2010 to work more efficiently and quickly while creating a newsletter. We will cover:

- the Ribbon, and Office button
- quick access toolbar, mini toolbars, contextual menus
- AutoCorrect
- shortcut keys
- format painter
- Drop Caps
- Utilize and create templates
- Tables
- Mail Merge Wizard
- Insert and format symbols, clip art, pictures, and text boxes into a document

Tips and Tricks Excel 2010: Learn the short cuts to Word 2010 to work more efficiently and quickly while creating a newsletter. We will cover:

- the Ribbon and Office button
- quick access toolbar, mini toolbars and contextual menus
- AutoCorrect
- fill handle
- cell formatting
- alignment of text
- working with columns and rows
- headers and footers
- Create tables, sort and filter
- Named ranges
- and conditional formatting
- How to work with multiple spreadsheet tabs
- hyperlinks

About the facilitator:

Lianne Kruger: Lianne graduated in 1979 with a Data Processing degree and has taught computer software classes since 1982 at Medicine Hat College, Brigham Young University, Okanagan University College and now Red Deer College. She has also taught full-time for PBSC in Edmonton, computer camps for kids and authored training manuals in Google, previous operating systems, Access, and other MS Office software.

Register Online at: <http://www.carcpd.ab.ca>

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