

The University College of the North (UCN), is pleased to offer the following:

MS Word Advanced

Effective November 1, 2021 all students must be fully vaccinated to attend training. Proof of vaccination will be required to enter UCN facility. Masks will be mandatory.

Location: UCN – SVWDC 1485 3rd Street N. Classes will be held face to face, on site with a live instructor

Date: January 25, 26, & 27, 2022 from 9:00 am – 4:00 pm.

Course Cost: \$117.00 plus (\$5.85 gst) payable at time of registration

MS Word Advanced (EXT.0029)

This course is suitable for those with a basic working knowledge of MS Word and wish to become more proficient in its use to create documents. Topics covered in class include: formatting of memos, letters, bulleted items, tables, and newspaper columns. This course covers the desktop publishing and mail merge features, as well as familiarizes the user with the drawing toolbar and templates.

To **register or for further information
Contact Lindsay Cook at 204-734-4419 or
lcook@ucn.ca**

The fee must accompany the registration form in order for your seat to be held. Pay by cash, check, Purchase Order, ATI, TAN, MasterCard/Visa. Courses are subject to cancellation due to insufficient enrolment. Refund Policy: 100% refund will be issued if course is cancelled by UCN. If student wishes to withdraw, a refund will be issued providing the original receipt and voluntary withdrawal form are submitted to UCN 5 business days prior to first day of class.

Deadline to register & make payment arrangements: January 14, 2022 by 3:00pm

Further information and course offerings can be found at ucn.ca/cis



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