

GS Software Consulting

Fast-tracked Instructor-led
online MS Office Courses

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- Learn from an experienced, expert and patient instructor
- Only spend time gaining the knowledge you really need
- Create actual files you can use to refresh, apply or recycle new skills

All Courses are delivered virtually using Zoom. An email invitation with a link will be sent – a simple one-time download may be needed but you will *not* need a Zoom Account of your own.

Be Job-ready *fast*, make a Career switch, land a deserved Promotion – and get the most from Office at Work School or Home

About GS Courses:

Get started on your planned learning journey with a set of three Foundational **GS All-in-One Courses** that deliver the **most used** and **most needed** skills. Then move onto the Advanced level of **GS**

Targeted-Skills Courses:



Excel

- **All-in-One**
1st Quarter Budget
- **Targeted-Skills**
Set-up a Dataset
Chart Data in Graphs
Create a Tracking Log



PowerPoint

- **All-in-One**
Client Presentation
- **Targeted-Skills**
Organization Charts & SmartArt Graphics



Word

- **All-in-One**
Welcome Letter
- **Targeted-Skills**
Setup a Large Doc
Create a Form
Run a Mail-Merge

All-in-One Courses are 2 hours each

Short mid-session Break

\$229.00 (+ HST)

Includes a [GS Skills Guide](#) (1 pager)

Targeted-Skills Courses are 1 hour each

\$129.00 (+ HST)

Demo ▶ Hands-on ▶ Practice Lesson

[Visit GS online to view Course Outlines](#)

To Register Email Gloria@gssoftwareconsulting.ca

Or visit the [GS Bookings Calendar](#)

Courses are presented using installed Microsoft Office **365** version but attendees with Online 365 or earlier versions 2013–2019 will equally benefit.

Check-out the **GS Course Selector** by Job [Map](#)



Excel
GS Skills Guide



PowerPoint
GS Skills Guide



Word
GS Skills Guide

About GS Instructor-led Online Courses in MS Office

GS Bookings Calendar



GS All-in-One Courses are **two (2) hours each in Duration** (with a short break mid-way through). **GS Targeted-Skills Courses** are **one (1) hour each in Duration**. Each course on its own is a complete session where attendees also complete a useful practice lesson to reinforce their new skills. GS All-in-One Courses also include a 1-pager **GS Skills Guide**.



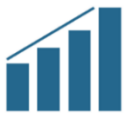
The **Training Method** used is to first present concepts and theory (the **why**) followed by guided hands-on time (the **how**) brought together with a **practice lesson** where we work together to build an actual file that can be used at work, school, home or referred to later as a refresher of your new knowledge.



Standard **Class Size** is a minimum of **one (1)** attendee per session with a maximum of **eight (8)** attendees to ensure the most benefit to all in attendance. Class size can though, be easily adjusted if there is a requirement for larger group or a special need - [inquire](#).



All **Training** is delivered virtually online using **Zoom**. Attendees will **not** need to have a Zoom account of their own. When it's your very first time at a GS Course, a prompt to download the Zoom app may appear and it's okay to accept and set-up, it's a quick one-time step. You will also receive a GS One Paper on Using Zoom ahead of the course session.



The recommended **Prerequisite** for **GS All-in-One Courses** is a basic understanding and comfort using a computer, a keyboard and a mouse with access to a computer that has the software ready to use. For **GS Targeted-Skills Courses**, the GS All-in-One Courses are recommended but experience using the software is acceptable too – if you're not sure, [inquire](#).



The **cost** for each **Excel, PowerPoint** and **Word** All-in-One GS Course is **\$229.00** and the GS Targeted-Skills Courses are **\$129.00 (+ HST)**. Payment is due prior to the session and once received, a confirmation email will arrive with instructions and the Zoom Meeting link. Refunds may be available due to circumstance – [inquire](#).



The hands-on **Practice Lessons** used in GS Courses are designed by Gloria Smith, a 30+ experienced and patient trainer and are based on a completely fictional company called **Rides-R-Us** - a service that provides travelers local business rides and deliveries of various products.



Why Microsoft 365? Three reasons: **1.** Microsoft has begun their plan to retire older versions to make Microsoft 365 their standard product. **2.** The software is always up to date. **3.** And most importantly, it's easier with common tools readily accessible on buttons not menus.

Questions or want to Register? Email Gloria@gsoftwareconsulting.ca

or visit the [GS Bookings Calendar](#)