

MCT OFFICE SERVICES



Website Navigation Guide

A clear, step-by-step guide to using www.mctofficeservices.ca with confidence

Quick Reference Guide

MCT Office Services
Services de bureau MCT
Virtual Services Services virtuels

Prepared for easy website access, learning navigation, resources, forms, and support

V 1.1
2026-08

To navigate www.mctofficeservices.ca

How to Navigate This Website Easily

Welcome to the MCT Office Services website. The following tips will help you find information, enlarge the content and move between pages more easily.

If this is your first visit, start with the main menu at the top of the **page**. Choose **Training Support** to explore courses and workshops, **Resources** to browse guides and tools, or **Contact** to ask for help. If you are using a phone or tablet, tap the menu symbol first to see these options.

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Enlarge or Reduce What You See

On a Windows computer

- To enlarge the page, press **Ctrl and +**.
- To reduce the page, press **Ctrl and -**.
- To return to the normal size, press **Ctrl and 0**.

You can press Ctrl and + more than once until the text is comfortable to read.

To open the Windows **Magnifier**, press the Windows key and +. This enlarges everything on the screen, not just the **website**.

On a Mac computer

- To enlarge the page, press **Command and +**.
- To reduce the page, press **Command and -**.
- To return to the normal size, press **Command and 0**.

On a phone or tablet

Place two fingers on the screen and gently move them apart to enlarge the content. Move your fingers together again to reduce it.

You may also turn your device sideways to view the page in landscape mode. This can make calendars, forms and longer sections easier to read.

Move Around the Website

Use the main menu at the top of the page to visit the different sections of the website.



On a phone or tablet, tap the **menu symbol**—usually shown as three horizontal lines—to open the menu.

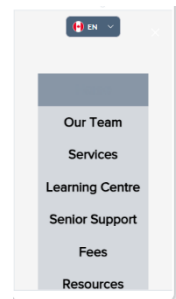
Select the page you would like to visit. Depending on your screen size, you may need to scroll down to see all the available options.

To return to the main page at any time, select **Home** or click the MCT Office Services logo.

Navigate the Website on Your Cellphone

The website automatically adjusts to fit a cellphone screen. The location and appearance of some browser controls may differ slightly between an iPhone and an Android phone.

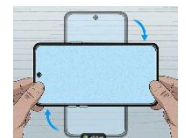
- Open your usual Internet browser, such as Safari on an iPhone or Chrome on an Android phone.
- Enter **www.mctofficeservices.ca** in the address bar and tap Go or Enter.
- Tap the menu symbol—usually three horizontal lines—near the top of the website to display the main pages.



- Tap the page you want to visit. Scroll up or down by gently sliding one finger on the screen.



- To download a document, tap a button or link once and allow a few moments for the page, form or document to open.
- Place two fingers on the screen and move them apart to enlarge content. Move them together to reduce it.



- Turn the phone sideways if a calendar, form or document is easier to read in landscape view.⁷

- If a document opens in another tab, tap the browser's Tabs symbol and select the MCT Office Services tab to return.

- Use the browser's Back arrow once to return to the previous page, or open the website menu and select Home.

Tip: If the screen becomes difficult to follow, return the phone to an upright position, open the three-line menu and select Home to begin again.

Search the Website

Select the  **Search** symbol (magnifying glass) near the top of the website to quickly find information. Enter one or more words describing what you need, such as **Excel**, **online safety**, **passwords**, **senior support** or **registration**, and then press **Enter**.

The search results may include:

- **Products** — Guides, checklists and other resources.
- **Site Pages** — Website pages containing the search term.
- **Services** — Available services and support.
- **Blog Posts** — Articles related to your search.

Select the result that interests you. To try another search, return to the search box, remove the previous words and enter a new term. To leave the search results, select **Home** or another option from the main menu.

Choose Your Language

Use the language menu to switch between **English** and **Français**. . On a cell phone the button is in the menu.

Some calendars and documents may contain information in both languages so that you can see all available courses, workshops and resources.

Navigating Training Support



Training Support brings together information about courses, workshops, schedules, registration and learning options.

Go to Training Support

1. Select **Training Support** from the main menu at the top of the **website**.
2. On a phone or tablet, first tap the menu symbol- usually three horizontal lines.
3. Tap **Training Support**.

Choose Where You Want to Go

Training Support is divided into sections such as **Artificial Intelligence Learning, Online Safety Learning and Excel Learning**.

View AI Learning

Select **View AI Learning** or **View Online Safety Learning, View Microsoft Excel Learning or View Resource Library** to explore the courses and learning options available in that section, including:

- the courses and workshops available in that subject;
- a brief description of each course;
- the available learning options;
- course outlines and downloadable information; and
- registration options, where available.

The section itself provides only an introduction. Each section provides only an introduction. Select **View AI Learning, View Online Safety Learning, View Microsoft Excel Learning or View Resource Library** to open the corresponding page and view complete information.

- **View Calendar** - See upcoming courses, dates, times and languages.
- **Register** - Go to the workshop registration form.
- **Course Outline** - Read or download detailed information about a course.
- **Self-Directed Learning** - Explore learning materials you can complete at your own pace.
- **One-on-One Support** - Learn about personalized help or coaching.
- **Browse Resources** - Visit the Resource Store to view guides, checklists and other practical tools.

Select a button once and allow the next **page** or document a few moments to open.

Return to the Training Support Main Page

After viewing a course, calendar or other learning page:

- select **Training Support** from the main menu; or
- use your browser's **Back** arrow once.



On a phone or tablet, you may need to open the three-line menu before selecting **Training Support**.

Avoid selecting the **Back** arrow repeatedly, as this may take you away from the MCT Office Services website.

Return to the Website Home Page

To return to the main **website page** at any time:

- Select **Home** from the menu at the top of the website; or
- **Select the MCT Office Services logo if it is linked to the Home page.**

On a phone or tablet, you may need to open the three-line menu before selecting Home.

View the Learning Calendar

1. Select **View Calendar** or **Learning Calendar**.
2. Review the course names, dates, times and language of instruction.
3. Select **Syllabus** beside a course to view or download its course outline.
4. Select **Register** beside a course when you are ready to register. If **Coming Soon** or **Bientôt** appears, the outline or registration is not yet available.
5. To return to the previous page, select your browser's **Back** arrow once.
6. To return to the website's main page, select Home from the main menu or select the **MCT Office Services logo**.

View a Course Outline

You can access a course outline in several ways:

- From the Learning Calendar, select Syllabus beside the course.
- From a course information page, select Course Outline or Download Course Outline.
- From a learning section, first select View AI Learning, View Online Safety Learning or View Microsoft **Excel Learning**, and then select the outline for the course that interests you.

The course outline normally opens as a PDF in the same browser window or in a new tab. You can then:

- read the outline on the screen;
- enlarge or reduce it using the PDF or browser zoom controls;
- select the Download symbol to save a copy;
- select the Print symbol to print it; or
- close the PDF tab when finished.

If the outline opens in a new tab, select the original MCT Office Services tab to return to the website. If it opens in the same tab, select your browser's Back arrow once.

Using the Registration Form



Use the registration form to:

- register for a live online workshop;
- request self-directed learning;
- arrange one-on-one support;
- inquire about on-site group training;
- request a presentation; or
- book a complimentary consultation.

Select the option that best describes what you need and choose the appropriate course or service, when applicable. Enter your contact information carefully and use the message area to provide additional details or accessibility needs.

Before submitting the form:

- confirm that your name and email address are correct;
- verify the selected course, date and language;
- review any additional information you entered; and
- select Submit only once.

Wait for the confirmation message before closing the page. Check your email for registration, payment or follow-up instructions. If you do not receive an email, check your Junk, Spam or Promotions folder.

Submitting the form does not complete payment. When a fee applies, your place will be reserved after payment is received.

If a Button Opens a New Page or Tab

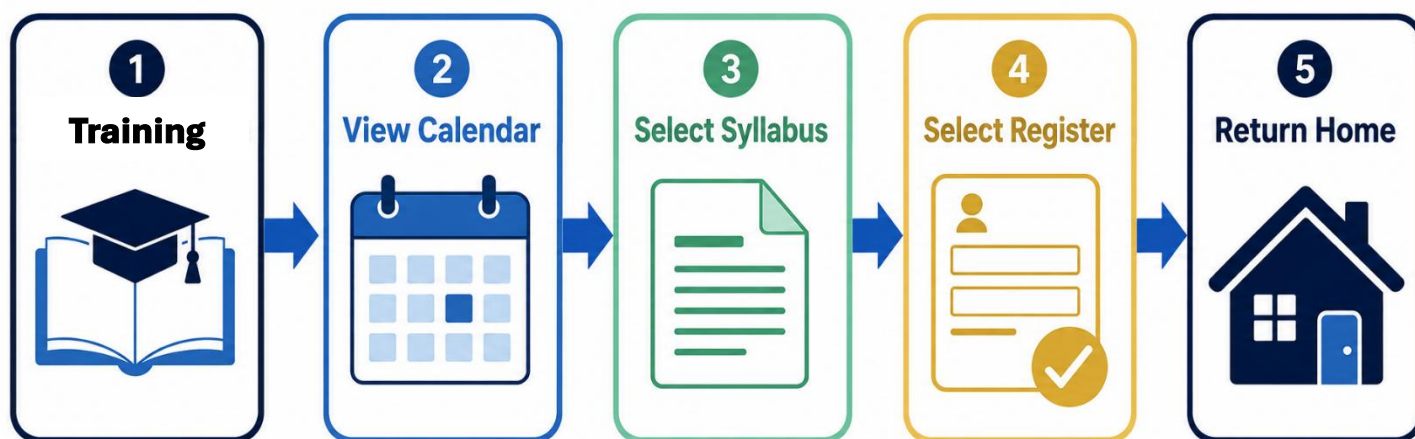
Some buttons may open another **browser tab**.

On a computer, the open **tabs** appear along the top of the browser. Select the **tab** labelled MCT Office Services to return to the **website**.

On a phone or tablet, tap the browser's **Tabs symbol** and select the MCT Office Services **page**.

Closing a PDF or secondary **tab** will not close the main **website** if it remains open in another **tab**.

A Simple Route Through the Training Support



If you are unsure where to begin, follow this route:

1. Go to **Training Support**.
2. Select **View Calendar**.
3. Choose a course.
4. Read the **Course Outline**.
5. Select your browser's **Back** arrow once to return to the calendar, or select **Training Support** from the main menu..
6. Select **Register**.
7. Complete and submit the form.
8. Select **Home** to return to the main **website page**.



Need Help?

If you become lost or cannot return to the page you need:

1. Select **Home** from the main menu.
2. Select **Training Support** from the main menu.
3. Begin again from the **Training Support main page**.

You can also contact MCT Office Services for assistance finding a course, opening a document or completing the **registration form**.



View or Download a Document

When you select a document, calendar or course outline, it may open in a new browser page. This is normal.

From that page, you can:

- read the document on the screen;
- enlarge it using the zoom controls;
- download it to your device using the Download symbol; or
- print it using the Print symbol.

To return to the website, select your browser's **Back** arrow or return to the previous browser tab.



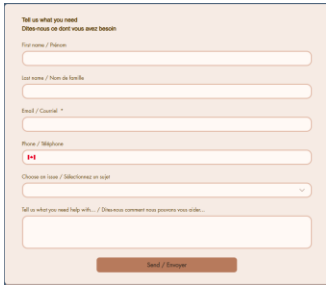
Browse the Resource Store

Visit **Resources** to browse practical guides, checklists, reference cards, organizers and other tools.

You can use the available categories or filters to help narrow your search. Select a product to see its description, price and available format.

Before purchasing, check whether the product is offered as a digital download, editable file or another format.

Complete Forms More Easily

A screenshot of a web form titled "Tell us what you need" with the subtitle "Please email us about your needs below". The form contains several input fields: "Your name / Name de famille", "Your email / Votre adresse électronique", "Email / Courriel", "Phone / Téléphone", and a dropdown menu labeled "Choose an issue / Sélectionnez un sujet". Below these fields is a text area labeled "Tell us what you need help with... / Décrivez comment nous pouvons vous aider...". At the bottom of the form is a button labeled "Send / Envoyer".

Before completing a form:

- make sure all required fields are filled in;
- check that your email address is correct;
- review your information before selecting **Submit**; and
- wait for the confirmation message before closing the page.

Fields marked with an asterisk (*) are required.

Open Links in a New Tab

If you would like to keep your current page open:

- On a computer, right-click the link and select Open link in new tab.
- On a phone or tablet, press and hold the link, then select Open in new tab if that option appears.

Return to a Previous Page

Use your browser's **Back** arrow to return to the page you were viewing.



If a document opened in a separate tab, close that tab or select the original website tab to continue browsing.



Need Assistance?

If you cannot find what you need, experience a technical problem or would like help using the website, please contact MCT Office Services.

We can assist you with:

MCT Office Services

www.mctofficeservices.ca

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- finding information on the website;
- locating a course, service or resource;
- viewing or downloading a course outline;
- using the Learning Calendar;
- completing the registration form; or
- opening, downloading or printing a document.

To contact us:

- Select **Contact** from the website's main menu.
- Complete the contact form and select **Send**.
- Email admin@mctofficeservices.com.
- Call **343-887-6701** or **613-804-3897**.

Please briefly describe what you were trying to do and what happened. We are happy to help you find the appropriate course, service or resource.



Find Contact Information

Select **Contact** if you need the phone number, email address, appointment information or business details for MCT Office Services. If you are not sure which service or course you need, use the contact information to ask for guidance before registering or purchasing a resource.

MCT Office Services

Helping you work more efficiently, stay organized, and use technology with confidence.



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Virtual Services •  • Services virtuels

Helping you work
more efficiently,
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Administrative
Support



Training
& Workshops



Technology
& AI Support



Resources
& Tools



Bilingual
Services

Practical solutions.
Personalized support.
Real results.



Virtual Services
Canada-wide



Seniors • Individuals
Small Businesses • Professionals



Bilingual • Reliable • Confidential
ENGLISH & FRANÇAIS



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