



Free Course FACE TO FACE

# Intro to MS Excel

(EXT.0031 TH21)



## WHEN

November 13, 20 & 27

1:00 pm to 4:00 pm

## WHERE:

In person –

Thompson Campus

Room #325

55 UCN Dr.

## REGISTER TODAY!



Contact Bonnie Lederhaus

(204) 307-0210



[blederhaus@ucn.ca](mailto:blederhaus@ucn.ca)

The Registration Form can be found at [ucn.ca/cis](http://ucn.ca/cis)



**MASKS ARE MANDATORY.**

Effective Nov. 1, 2021, all students must be fully vaccinated to attend training.

## Tech Training for Everyone!

This 9-hour course is for beginners with little to no computer experience. Led by a live qualified instructor, you will learn via hands-on practice, discussion and lecture style presentations.

### Participants will learn:

- To create and format worksheets.
- To work with rows and columns.
- To format text and use the most common functions of Microsoft Excel.
- To manage worksheets.
- To input data and to edit data.

This course is suitable for beginners.

**100% FREE | Limited spots available! Register before November 5, 2021 at 4:00 pm to secure a spot!**



With funding from



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