

TECHMB  **FREE ONLINE COURSE:**

Intro to Excel

(EXT 0031 SR 31)



WHEN

March 23, 24 & 25

1:00 pm to 4:00 pm

WHERE:

Online - via Zoom

A link to the virtual classroom will be emailed upon registration.

REGISTER TODAY!



Contact: Lindsay Cook
(204) 734-4419



lcook@ucn.ca
Swan Valley Workforce
Development Centre

NOTE - In accordance with public health guidelines, classes will be taught online.

REQUIREMENTS -

Participants must have:

- Access to Zoom.
- Completed the Intro to Zoom course or have knowledge of Zoom

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 March 15th at 4:00 pm to secure a spot!

TECHMB 

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