

TECHMB  **FREE COURSES:**

Choose one or both courses:

Intro to Word

or

Intro to Excel



Choose one or both courses:

Intro to Word (EXT 0027 TH31)

January 23, 30 & February 6

9:00 am - 12:00 pm (3 hours each day -total 9 hours)

Intro to Excel (EXT 0031 TH31)

January 23, 30 & February 6

1:00 pm - 4:00 pm (3 hours each day -total 9 hours)

Where:

Online - via Zoom

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

REGISTER TODAY!

(204) 627-8500



+1 (866) 627-8500 ext 3 (toll free)



ceregistration@ucn.ca

Registration can be found at [UCN.CA/CIS](https://ucn.ca/cis)

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

REQUIREMENTS -

Participants must have:

- An email address & access to Zoom.
- Completed the Intro to Zoom course or have knowledge of Zoom

Tech Training For Everyone!

These 9 hour courses are 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.

Intro to Word

Participants will learn:

- How to create and save documents.
- How to cut, copy and paste text and images.
- How to format text and use the most common functions of Microsoft Word.

This course is suitable for beginners.

Intro to Excel

Participants will learn:

- How to create and format worksheets.
- How to work with rows and columns
- How to format text and use the most common functions of Microsoft Excel.

This course is suitable for beginners.

100% FREE | Limited spots available! Register before January 19th at 4:00 pm to secure a spot!

TECHMB 

 **UNIVERSITY COLLEGE OF THE NORTH**

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