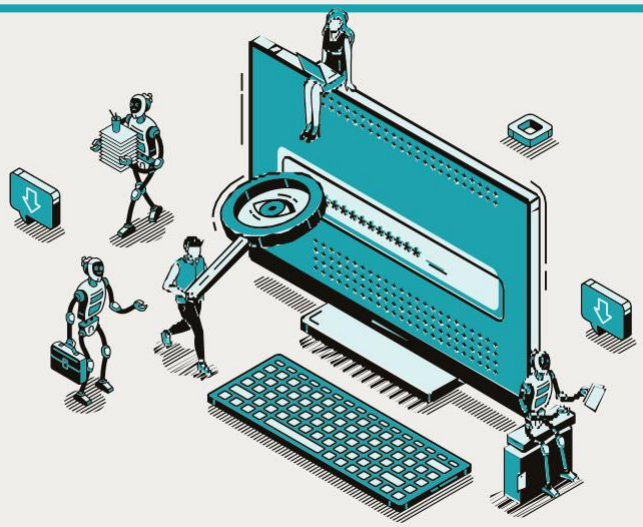
TECHMB FREE ONLINE COURSE:

Intro to Excel

(EXT 0031 SR41)



WHEN

June 1, 2 & 3

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

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 May 26th at 4:00 pm to secure a spot!

TECHMB

With funding from Canada

UCN University College of the North