

TECHMB  **FREE COURSES:**

Choose one or both courses:

Intro to Word Intro to Excel



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Intro to Word (EXT 0027 TH33)

April 10, 17 & 24

9:00 am - 12:00 pm

Intro to Excel (EXT 0031 TH33)

April 10, 17 & 24

1:00 pm - 4:00 pm

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

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 April 2nd at 4:00 pm to secure a spot!

TECHMB 

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