

COMPUTER APPLICATIONS

INTRO MICROSOFT EXCEL

This 45 hour/3 credit course will introduce students to one of the most popular spreadsheet tools, Microsoft Excel. Students will enter and edit data; use formulas and functions; and format worksheets, charts and graphics. The skills gained in this course will enable students to effectively use Microsoft Excel to organize, analyze, and present data. Students need to have a working familiarity with Microsoft Windows and access to Microsoft Excel 2016 (or newer) to complete this course. (Note: Students will be provided with access to computers and required software during class sessions).

Participants will:

- Perform operations necessary to create a worksheet within a workbook
- Understand editing operations
- Use formatting features to improve the appearance of the worksheet
- Create charts using various techniques
- Use Excel tools and functions to analyze data & MORE

Date:

September 8 - October 22, 2020

5:00 - 8:00 p.m.

Tuesdays and Thursdays weekly
ONLINE (REMOTE DELIVERY)

Cost:

FREE

To Register:

WWW.KENJGEWINTEG.CA

705-377-4342



**Learned skills can
be applicable to
nearly all areas of
employment!**

**REGISTER
TODAY!**

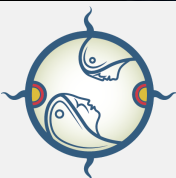
Accumulate Modules & Earn a College Certificate!*

Participants may choose to register for individual modules for professional development purposes (successful participants will receive college course credits).

Alternatively, participants may choose to register for the entire certificate program and receive the Computer Applications Certificate through Canadore College*

College Certificate courses include: 1) MS Word, 2) Advanced MS Word, 3) MS Excel, 4) Advanced MS Excel, 5) MS PowerPoint, and 6) Operating Systems.

*all courses required (254 credit hours) to obtain Computer Applications Certificate



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