

COMPUTER APPLICATIONS PROGRAM MICROSOFT ADVANCED EXCEL

START DATE: April 22, 2025

END DATE: June 5, 2025

PROGRAM OVERVIEW:

This 42-hour 3 credit course will enhance students' learning in one of the most popular spreadsheet tools, Microsoft Excel. The skills gained in this course will assist students in effectively using Microsoft Excel at an advanced level. 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 require access to a computer and the Internet during class sessions.

PROGRAM OF STUDY:

- Advanced formatting techniques
- Advanced functions and formulas
- Tables and data features
- Summarize and consolidate data
- Data analysis features
- Protect and share workbooks
- Automate repetitive tasks and customize data
- Export and distribute data

FEE:

\$50 per course, plus textbooks (if required)

ADMISSION REQUIREMENTS:

Participants must be 19 years of age or older or have earned an Ontario Secondary School Diploma/Ontario Secondary School Graduation Diploma or equivalent.

SCHEDULE:

The course will begin on April 22 and will be held on Tuesdays and Thursdays from 6:00 pm to 8:30 pm.

Students can choose to attend in person at Kenjgewin Teg main campus or attend virtually.

ACCUMULATE COURSES & EARN COLLEGE CERTIFICATE!

Participants may choose to register for individual courses such as this one for professional development purposes (successful participants will receive college course credits).

Alternatively, participants may register for the entire program and receive the Computer Applications Certificate through Canadore College upon successful completion.

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

In Partnership With



CLICK TO REGISTER

To inquire/register, visit:
WWW.KENJGEWINTEG.CA 705-370-4342 ext. 220

Every attempt is made to ensure the accuracy of information provided in this fact sheet with our valued post-secondary partners. Kenjgewin Teg and its partners reserve the right to modify any course, program, curriculum, fee, timetable or location at any time. As a community-based delivery program with its partner, this program offering is subject to approved funding and sufficient enrolment.

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