

IN-PERSON MICROSOFT EXCEL LEVEL 1 WORKSHOP FOR PEEL RESIDENTS

In Collaboration with
The Learning Place



EIGHT-DAY WORKSHOP (Monday-Thursday)
September 16-26, 2024 | 10:00 a.m. - 12:00 p.m.

Unlock the Power of Excel with Our Hands-On Workshop!

In this workshop, you will learn how to:

- Create and edit basic Excel worksheets
- Use templates to streamline your work
- Format cells for clear and professional-looking spreadsheets

This workshop is perfect for learners who want to get up to speed with Microsoft Excel and achieve a stronger understanding of the software to work with electronic spreadsheets. Whether you are a beginner or need a refresher, this workshop will equip you with the foundational skills to confidently use Excel in your daily tasks.



Registration closes Wednesday, September 11 at 12 p.m.

Must be Permanent Resident, Convention Refugee, CUAET

A registration form with SIN is needed for participation. Certificate Upon Completion.

For information and space
availability, please email:
becnic@achev.ca

Follow Achēv on:

