

MICROSOFT EXCEL 4-WEEK TRAINING COURSE



Learn the basic skills needed to properly navigate Microsoft Excel for work, school or personal use. Develop a base of knowledge that will help you to modify cells and sheets, add formulas and functions and create charts and graphs. Learn terminology related to spreadsheets

Design & modify content

Create tables & charts

Use formulas effectively for the results you need

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SCHEDULE YOUR PRE-COURSE ASSESSMENT NOW Contact Melody at 519.944.4900 ext. 150 or mnowack@uhc.ca WWW.UHC.CA





