

Microsoft Excel 2003 – Level 1



TechSkills offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

In **Microsoft Excel Level I** you start with the basics including working with workbooks, tabs, moving/copying worksheets, formatting labels and values, AutoFormat, applying basic functions (SUM, AVG, MIN, MAX, NOW) to data, calculating percentages and basic charts. You will finish the course at an intermediate level.

Pre-requisites

- Windows experience
- Canadian Language Benchmark 5-7

Certificate offered

Participants receive a certificate of completion

Registration

Register in person, or online at www.skillsforchange.org/techskills/register

More information

Please call 416-658-3101 ext. 216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
Feb 23			✓		✓			✓	
Time	Weeks	Hours	Fee						
6:30pm - 9:30pm	2	12	\$80						
Start Date	Day of the Week							Location	
S	M	T	W	T	F	S	Toronto	Brampton	
March 13						✓	✓		
Time	Weeks	Hours	Fee						
10:00am- 3:00pm	2	10	\$80						