

Real!

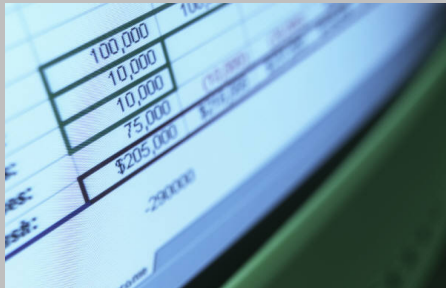
Apprenticeship, Workforce Development
& Training



NORTHERN COLLEGE

Introduction to Excel

With instructor ...
Stephen Cameron



(version 2007)

Course Description

This course introduces participants to the basic commands, functions and capabilities of Microsoft Excel.

Sessions include introductions to:

- Using the worksheet
- Formulas & common functions
- Formatting worksheets
- Charts
- Printing & window management.

Dates:	January 26 th - March 9 th , 2010 – Tuesday evenings (6 weeks)
Time:	6:30 p.m. to 9:00 p.m.
Location:	Northern College, Haileybury Campus, 640 Latchford Street
Room:	C105 (Computer Lab)
Fees:	\$155.00 (tax & textbook included)

Contact Information

Sylvie Bennett or Lynda Hughson Tel: 705-672-3376 ext. 8828 & 8853
Fax: 705-672-2014, Email: nltraining@northern.on.ca

Work hard! Work well! Train constantly!

There will be no refund for cancellations received less than 1 week before a course.