



FREE
course

EXCEL BOOST

Develop skills to work in an office setting

Excel Boost is a **FREE course** that will help you gain confidence and skills in preparing spreadsheets for employment and postsecondary education.

*This course is available to individuals
18 years of age or older who meet the
eligibility requirements.*

FLEXIBLE DELIVERY

Work at your own pace with one-to-one support from faculty.

SKILLS DEVELOPMENT:

- Create professional looking spreadsheets using a variety of tools and formulas.
- Learn how to use workbooks, worksheets and simple charts and graphs.
- Explore functions and formulas.
- Learn how to filter and sort information.

FOR MORE INFORMATION OR TO REGISTER

Contact the Midland Campus:
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