

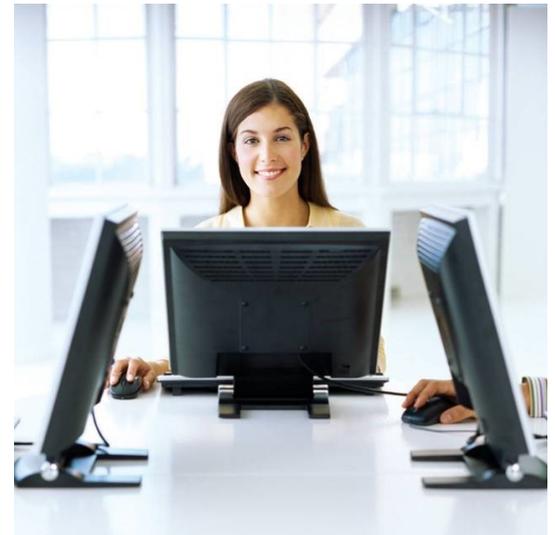


EVERY WOMAN'S PLACE FOR STRENGTH AND STRONG FAMILY CONNECTION

Microsoft Basic Excel Computer Training for Women

Training includes:

- Computer coaching for office work
- Workplace dress code
- Effective sector-specific communication
- Workplace ethics guest speakers series



Make the right choice; take the right step.

If you are a woman that want to up skill, gain new skills for employment purposes, or benefit from a computer class, this class might be for you. Our structured computer classes will prepare you to understand how to use Microsoft word and work on the internet.

In our work against feminization of Poverty, Women Centre of Peel is inviting women to this computer classes. Our computer classes will open you up to a variety of career choices.

OTHER SERVICES AVAILABLE

- ⇒ Introductory Computer Training
- ⇒ Quick Book Training
- ⇒ Specialized IT Computer Training
- ⇒ Business Analyst Training
- ⇒ Project Management Training

206-1515 Britannia Road
Mississauga, ONL4W 4K1
Phone 416 346- 0295

www.womencentreofpeel.org

⇒ Skills that will get you to the door

⇒ Choose one category

⇒ Must respect all rules

⇒ Must commit to all Weeks

NOTE:

Microsoft Excel 1

Requires no previous basic knowledge of Excel. Basic knowledge refers to the ability to create a worksheet, enter data in a worksheet, understand and apply simply functions, complete calculations, construct and copy basic formulas, creating basic charts, edit values in a worksheet and formatting a worksheet.

- Tuesday TBA
- Start Date: TBA

Admin fee is \$80 to be paid before the start date

Call for Further information

Registration is required to secure your spot