



EXCEL BOOST

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

FLEXIBLE delivery

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.

This **FREE course** is available to individuals **19 years of age or older** who meet the eligibility requirements.

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

Interested in exploring skills to work in an office setting? Consider Introduction to Office Administration.

FOR MORE INFORMATION OR TO REGISTER

Contact the Muskoka Campus:
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