



# EXCEL BOOST

**FREE**  
course

In person and led by an instructor

## 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 **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

Every Tuesday | 1 to 3 p.m.  
Jan. 17 to Feb. 28, 2023

### FOR MORE INFORMATION OR TO REGISTER

Contact the Midland Campus:  
249.307.0216  
acpmidland@georgiancollege.ca



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