



JANUARY 2024

Microsoft EXCEL, WORD, PowerPoint, Canva and more – free computer classes!

Check to see if class is in person or virtual! Registration closes at 5pm the day before.

DAY	DATE	TIME	Workshop Title	CLICK link below for details or to register
Wed	1/10	9:30 AM	Microsoft Excel Basics Part 1 -IN-PERSON 2-day class	https://www.northcookjobcenter.com/events/excel-basics-in-person-2-day-class-6/
Wed	1/10	1:00 PM	Microsoft Word Basics – IN- PERSON class	https://www.northcookjobcenter.com/events/microsoft-word-basics-in-person-class-3/
Thu	1/11	9:30 AM	Microsoft Excel Basics Part 2 -IN-PERSON 2-day class	https://www.northcookjobcenter.com/events/excel-basics-in-person-2-day-class-6/
Thu	1/11	1:00 PM	Microsoft PowerPoint Basic – IN PERSON	https://www.northcookjobcenter.com/events/powerpoint-basics-in-person-class-6/
Tue	1/16	9:30 AM	Microsoft Excel Basics - Part 1 (VIRTUAL)	https://www.northcookjobcenter.com/events/ms-excel-basics-part-1-virtual-4/
Tue	1/16	1:00 PM	Microsoft WORD Tips and Tricks for traditional Resume layout and formatting (VIRTUAL)	https://www.northcookjobcenter.com/events/word-tips-and-tricks-for-traditional-resume-layout-and-formattingvirtual-5/
Wed	1/17	9:30 AM	Microsoft Excel Basics - Part 2 (VIRTUAL)	https://www.northcookjobcenter.com/events/ms-excel-basics-part-2-virtual-4/
Wed	1/17	1:00 PM	Microsoft PowerPoint Beyond the Basics (VIRTUAL)	https://www.northcookjobcenter.com/events/ms-powerpoint-beyond-the-basics-virtual-4/
Thu	1/18	9:30 AM	Microsoft Excel Basics Part 3 (VIRTUAL)	https://www.northcookjobcenter.com/events/ms-excel-basics-part-3-virtual-4/
Thu	1/18	1:00 PM	Google Drive, Docs and Sheets Basics (VIRTUAL)	https://www.northcookjobcenter.com/events/google-drive-docs-and-sheets-basics-virtual-6/



Scan QR code ➔



More free events* <https://www.northcookjobcenter.com/events/>

Questions? Email: CONTACT@BCSILLINOIS.ORG . *Subject to change without notice.

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Wed	1/24	9:30 AM	Microsoft Excel Focus on Functions – VLOOKUP (VIRTUAL)	https://www.northcookjobcenter.com/events/ms-excel-focus-on-functions-vlookup-virtual-4/
Wed	1/24	1:00 PM	Microsoft Excel Conditional Tools: IF functions, Data Validation (VIRTUAL)	https://www.northcookjobcenter.com/events/ms-excel-conditional-tools-if-functions-data-validation-virtual-3/
Thu	1/25	9:30 AM	Microsoft Excel Advanced Concepts Pivot Tables (VIRTUAL)	https://www.northcookjobcenter.com/events/ms-excel-advanced-concepts-pivot-tables-virtual-3/
Thu	1/25	1:00 PM	Microsoft Excel Advanced Concepts Get Started with Tables (VIRTUAL)	https://www.northcookjobcenter.com/events/excel-advanced-concepts-get-started-with-tables-virtual-9/
Tue	1/30	9:30 AM	Microsoft Excel Advanced Concepts – Additional Data Analysis Tools (VIRTUAL)	https://www.northcookjobcenter.com/events/excel-advanced-concepts-additional-data-analysis-tools-virtual-8/
Tue	1/30	1:00 PM	Microsoft Excel Charts (VIRTUAL)	https://www.northcookjobcenter.com/events/excel-charts-virtual-2/
Wed	1/31	9:30 AM	Microsoft EXCEL – Focus on Functions – Working with Text and Dates (VIRTUAL)	https://www.northcookjobcenter.com/events/excel-focus-on-functions-working-with-text-and-dates-virtual-9/
Wed	1/31	1:00 PM	Microsoft Word Beyond the Basics(VIRTUAL)	https://www.northcookjobcenter.com/events/ms-word-beyond-the-basicsvirtual-4/

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