

MICROSOFT EXCEL

STEP-BY-STEP COURSE CERTIFICATE TRAINING



September 4th, 2019



Urban League of
Broward County



This course teaches the foundational knowledge and skills needed to use Excel effectively in work settings. It covers essential Excel functions such as data entry, generating reports, create formulas and functions, and basic budgeting.

9:00AM-4:00PM

**Jack and Jill Children's Center
1315 W. Broward Blvd., Fort Lauderdale, FL 33312**

For more information or to register, please contact Jeanette Johnson
at jjohnson@jackandjillcenter.org

This program is sponsored by Broward College in partnership with the Florida Department of Economic Opportunity and the Urban League of Broward County.