

MICROSOFT TRAINING COURSES



Demonstrate that you have the skills needed to get the most out of OFFICE.

"Incredible return on investment for my team and PC overall and strong demonstration of commitment to their personal development."

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MS Excel Foundations

Microsoft Excel is Microsoft's powerful and easy-to-use spreadsheet program. Excel is a popular tool for creating spreadsheets, analyzing data, and charting information.

MS Excel incorporates a number of tools to help users enter and analyze data quickly and efficiently. This Foundation level is intended to help all novice users get up to speed quickly.

Date: Wednesday October 30, 2019

Location: NCA, 34 Scott Street West, St. Catharines, ON L2R 1C9

Time: 8:30 am to 4:00 pm

Price: \$249.00 (+HST) Members / \$269.00 (+HST) Non-Members

Instructor: **Gilles Essiambre**
Productivity Solutions

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"The course exceeded my expectations and provided tools that I did not know existed. I use outlook extensively but was simply an intuitive user of the program. The tools and techniques that I learned in the course are game changers for my productivity and organization. The formal training is a must for any professional looking to enhance their time management skills. As an added benefit, the group training allows teams to enhance their collaborative communication skills. The hidden power of outlook and capabilities for group organization will change your work flow and project management. The key comment that I heard in my training session was "why didn't I learn this sooner".

Tom Newell - Regional VP & General Manager, Ontario - EMCO Corporation

Niagara Construction Association | 905-682-6661



