Child Care Consultants

IT Workshops

July 2021

PDF: Tuesday, July 20, 1:30-2:30 & 7:00-8:00 PM

Explore the Acrobat PDF Tools and their application. Learn how to create and use Fill & Sign Forms.

Excel Basics: Wednesday, July 21, 1:30-2:30 & 7:00-8:00 PM

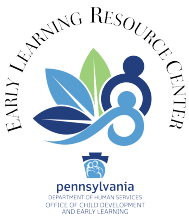Hyperlinks, Autofill, Flash Fill, oh my! Learning and using Excel.

Excel Formulas: Thursday, July 22, 1:30-2:30 & 7:00-8:00 PM

Learn basic Excel formulas such as IF, COUNTIF, CONCAT, LEFT, VLOOKUP, SUM, AVERAGE, and nested formulas.

Basic Computer Skills: Tuesday, July 27, 1:30-2:30 & 7:00-8:00 PM

Introduction to Windows, Productivity Software, Hardware types, Presentation Software, and Communication tools.

To RSVP, please email **Stephanie Mundorf** and include your name, program name, and time of session(s) you'd like to attend.

Early Learning Resource Center

pennsylvania
DEPARTMENT of HUMAN SERVICES
OFFICE OF CHILD DEVELOPMENT
AND EARLY LEARNING

CHILD CARE CONSULTANTS inc.