

# COMPUTER APPLICATIONS PROGRAM MICROSOFT EXCEL

**START DATE:** November 5, 2024

**END DATE:** December 12, 2024

**PROGRAM OVERVIEW:**

This 45-hour/3 credit course introduces students to one of the most popular spreadsheet tools, Microsoft Excel. Students will enter and edit data, use formulas and functions, and format worksheets, charts and graphics. The skills gained in this course will enable students to effectively use Microsoft Excel to organize, analyze, and present data. Students need to have a working familiarity with Microsoft Windows and access to Microsoft Excel 2016 (or newer) to complete this course.

*Note: Students will require access to a computer and the Internet during class sessions.*

**PROGRAM OF STUDY:**

- Perform operations necessary to create a worksheet within a workbook
- Understanding and editing operations
- Use formatting features to improve the appearance of the worksheet
- Create charts using various techniques
- Use Excel tools and functions to analyze data & MORE

**FEE:**

\$50 per course, plus textbook (if required)

**ADMISSION REQUIREMENTS:**

Participants must be 19 years of age or older or have earned an Ontario Secondary School Diploma/Ontario Secondary School Graduation Diploma or equivalent.

**SCHEDULE:**

The course will begin on November 5 and will be held on Tuesdays and Thursdays from 6:00 pm to 8:30 pm.

Students can choose to attend in person at Kenjgewin Teg main campus or attend virtually.

**ACCUMULATE COURSES & EARN COLLEGE CERTIFICATE!**

Participants may choose to register for individual courses such as this one for professional development purposes (successful participants will receive college course credits).

Alternatively, participants may register for the entire program and receive the Computer Applications Certificate through Canadore College upon successful completion.

\*All courses required (254 credit hours) to obtain Computer Applications Certificate.

In Partnership With



SCAN TO REGISTER 



To inquire/register, visit:  
[WWW.KENJGEWINTEG.CA](http://WWW.KENJGEWINTEG.CA) 705-370-4342 ext. 220

*Every attempt is made to ensure the accuracy of information provided in this fact sheet with our valued post-secondary partners. Kenjgewin Teg and its partners reserve the right to modify any course, program, curriculum, fee, timetable or location at any time. As a community-based delivery program with its partner, this program offering is subject to approved funding and sufficient enrolment.*

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