Get your TECH on this winter!

THOMPSON RIVERS UNIVERSITY

Microsoft Excel

This 24-hour course will provide participants with very little to no experience and introduction to spreadsheets. Students will learn the basics of building a spreadsheet, including creating simple formulas and making an effective worksheet. Common terminology and best practices in creating and editing worksheets will be covered. Emphasis will be placed on functionality and applying skills rather than theory. Participants will then continue on to build to more advanced functions of spreadsheets, creating a budget and linking between sheets and workbooks. Emphasis will be placed on proven workable tools to increase productivity and accuracy.

February 26 – 29, 2024
9 am – 3 pm

Elder Computer Training

This 18-hour course will provide participants with the ability to feel more comfortable using technology. It will include instructional support and practical hands-on application of:

- Operating systems
- File Management systems
- Internet use
- Basic email tasks
- Video conferencing
- Mobile device applications

January 8, 9, 11, 15, 16, 18, 2024
9 am – 12 pm

Adobe Basics

Adobe skills are essential for business in this digital age. This course will cover toolbars and their functionality, reviewing and editing documents, as well as converting Microsoft Word documents to a PDF.

March 18 - 20, 2024
9 am – 3 pm

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Information and Registration
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