



Intro to Microsoft Excel class

Gain an overview of this spreadsheet software program and learn to use many features of the software to create budgets and other spreadsheets. Learners will have the opportunity to work on skills like storing and organizing files on the computer.

This is a great class for jobseekers to build new skills!

Learners will take a NorthStar assessment and can earn a certificate showing employers they understand the basics of using Excel. Participants are expected to attend each session of the 6-session class.

**Mondays from 10am-12pm
starting November 4, 2024**

Human Services Center Mon Valley
519 Penn Avenue
Turtle Creek, PA 15145

Free parking available, and we are located on PRT and Heritage Transportation bus lines.

RSVPs required:
412-829-7112, or
kgascoine@hscmonvalley.org

