



CHARLES W. GILCHRIST

IMMIGRANT RESOURCE CENTER

Welcome. Connect. **Together We Thrive.**

WHEATON

Westfield South Building 11002 Veirs Mill Rd, Suite 506

Wheaton, MD 20902

Phone: 240.777.4940



WINTER

2020

INTRODUCTION TO BASIC EXCEL

In English

This course is for those who have never used Excel before, or are beginning level users. In this course, you will learn the fundamentals of Excel such as worksheets, data entry, keyboard navigation and more.

Prerequisites: *Introductory course to Basic Computers and MS Word or a solid working knowledge of Windows are required before taking this class.*

Tuesdays, 11:15 – 1:15 pm

Starts: February 11 – March 24, 2020

Fee: \$20 for County residents; \$30 for non-residents
(Cash, Check or Money Order **ONLY**, not refundable)

In person registration required. Please call 240.777.4940 for office hours.

**Open to ages 18 years and over. No children permitted in classrooms.*

Gilchrist Center Will be CLOSED

Presidents' Day Weekend: February 15-17, 2020

In case of bad weather, please call 240-777-4940.

**EVERYONE
COUNTS IN
MCMD**



www.montgomerycountymd.gov/census

United States
**Census
2020**

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