



BRAIN-JAR

SKILLS DEVELOPMENT

Want to learn how to use Microsoft Excel and Word effectively



Here is what we will teach you:

- Create worksheets using Microsoft Excel
- Perform calculations in an Excel worksheet
- Manage Excel workbooks
- Modify the appearance of data within a worksheet
- Print the content of an Excel worksheet

Register Now:

www.brainjarskillsdev.co.za

R500 Registration

R200 per class x 6

R500 for graduation

Prerequisites:

Bring your own device

Office already installed

Here is what we will teach you:

- Learn to create and edit Microsoft Word documents
- Learn about the ribbon
- Learn about the file tab
- Learn how to create new documents and use word templates
- Learn to format Word documents
- Learn to add page numbers, headers, footers
- Learn how to use the spell and grammar function



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