HVAC & Metals Institute

Computers- Excel level 1

Course Requirements:

Basic Computer skills.

Course Description:

Microsoft Excel is a spreadsheet program, one that lets you organize your data into lists. It allows you to add, average, and do complicated calculations automatically based on figures typed in your spreadsheet. It can be used to create time cards, and record keeping on any job site. It is also used to create math formulas.

Schedule:

- November 4th & 11th 5:00pm – 8:00pm