



Introduction to Spreadsheets

6-week ONLINE Course

Starting Friday 22nd April 1pm to 3pm

Do you live in Hertfordshire and want to improve your computer skills, or freshen up your skills to increase your job opportunities? If the answer is yes, then join our FREE interactive ONLINE class.



The course is suited to learners who already have basic computing knowledge, and are ready to learn more about data processing, spreadsheets and databases.

When: Friday 22nd April 6 weeks

Time: 1pm to 3pm

ONLINE using Google Classroom

You will need access to a laptop/computer, with a camera and microphone.

Certificate awarded on successfully completing the course.

FREE for Hertfordshire residents only

[Click here to register](#)

**learning@communityactiondacorum.org.uk for
more details, or call 01442 253935**

Priority will be given to learners who have not already taken a course with us in the current academic year.



**Ofsted regulated, Matrix accredited,
Community Action Dacorum Registered
Charity No: 288080 Company Ltd by Guarantee 01745852**

STEP SKILLS
PREPARE FOR SUCCESS IN HERTS