

Essential Skills for Employment

Computers for Work



FREE computer workshops give you the skills you need for today's world of digital technology.

Learn how to:

- navigate **Microsoft Excel**®
- create a budget
- use charts and graphs
- calculate formulas
- use autosum
- format and sort data
- sort long lists of names and addresses

8-week workshop

Jan 24 – March 23 2018

Wed/Fri 9:30 a.m. to 12:00 p.m.

Humber Community Employment Services

1345 St. Clair Ave W 416-654-5566

*workshop delivered by Essential Skills Upgrading program

Registration:

Jan 19 & 22, 2018 10am

*Clients MUST call to book registration before attending workshop

www.upgrademyskills.ca

Operated by



**EMPLOYMENT
ONTARIO**



HUMBER

Canada

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