

# Essential Skills for Employment

## Computer Workshop Calendar



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### May 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	<b>4</b> <b>Excel</b>  May 4 - June 17 Tu/Th 9:30-12:00pm	5	6	7
<b>10</b> <b>Excel</b>  May 10 - June 23 M/W 6:30-9:00pm	<b>11</b> <b>PowerPoint</b>  May 11- June 3 Tu/Th 6:30-9:00pm	12	<b>13</b> <b>Word</b>  May 13 - June 4 Th/Fr 9:30-12:00pm	14
17	<b>18</b> <b>PowerPoint</b>  May 18- June 10 Tu/Th 9:30 -12:00pm  <b>Word</b>  May 18 -June 10 Tu/Th 6:30-9:00pm	19	20	21
<b>24</b> <b>Victoria Day Holiday</b>	<b>25</b> <b>Excel</b>  May 25-July 13 Tu/Th 1:00-3:30	26	27	28
31				

### WORKSHOP INFORMATION:

#### Intro to Word®

- ✓ Set up an email address
- ✓ Attach files and resumes to emails
- ✓ Navigate toolbars, menus and windows
- ✓ Create documents in Microsoft Word
- ✓ Do a keyboard search on the internet

#### Intro to Excel®

- ✓ Navigate Microsoft Excel
- ✓ Format and sort data
- ✓ Create a budget
- ✓ Calculate formulas and use auto sum
- ✓ Use charts and graphs

#### Intro to PowerPoint®

- ✓ Create presentations using Microsoft PowerPoint
- ✓ Edit and format slides
- ✓ Use transitions and animations
- ✓ Apply themes
- ✓ Give effective presentations

Operated by



**Essential Skills  
Upgrading**

**EMPLOYMENT  
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