

Essential Skills for Employment

Lesmill TESS FREE Intro to MS Excel[®]

Registration Dates: May 22 & 27, 2020

Where: **Lesmill Employment & Social Services**

*workshop delivered by TDSB Essential Skills Upgrading program

20 Lesmill Road, Toronto

416-392-4107

When: **June 3 - July 24, 2020**

Mon/Wed, 9:30 am - 12:00 pm



***Clients MUST register before attending workshop**

Learn how to:

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

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