

Essential Skills for Employment

FREE 5 weeks workshop Intro to MS Excel[®]

Where: Next-Steps Dundas Dixie

*workshop delivered by TDSB Essential Skills

1225 Dundas St E Unit #14,
Mississauga, ON L4Y 2C5

905-896-2233

When: May 21, 2019 to June 20, 2019

Class days: Tuesday, Wednesday & Thursday

Timings: 9:30 a.m to Noon (12p.m)

Assessment date: Wednesday, May 15, 2019

*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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