

Essential Skills for Employment

FREE workshop Intro to MS Excel[©]

Where: Next-Steps Dundas Dixie

**1225 Dundas St E Unit #14,
Mississauga, ON L4Y 2C5
905-896-2233**

When: October 15, 2019 to Nov 7th, 2019

Class days: Tuesday & Thursday

Timings: 9:30 a.m to 3:00 p.m

Assessment date: October 7th and 10th 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

www.upgrademyskills.ca

Operated by



**EMPLOYMENT
ONTARIO**



Canada 

This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement