

Essential Skills for Employment

NEXT-STEPS RIVERDALE **FREE Intro to MS Excel®**

Registration Dates:

April 11 & 18, 2019 at 10:00 am

Where: Next-Steps Employment Centre

*workshop delivered by TDSB Essential Skills Upgrading program

Gerrard Square Mall
1000 Gerrard Street, 2nd Flr
416-396-2313



When: April 25 – June 14, 2019

Thurs/Fri, 9:30 am - 12:00 pm

***Clients MUST call to book registration 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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