

Essential Skills for Employment

FREE 8-week workshop Intro to MS Excel[®]

When: September 30 – Nov 15, 2019
Monday & Friday from 1:00pm to 3:30 p.m

Where: Next-Steps Employment Centre

***workshop delivered by TDSB Essential Skills Upgrading program**

Agincourt Mall, 3850 Sheppard Ave. E
416-396-8110

Registration: Sept 23 & 27, 2019 at 9:30 am

***Clients MUST call to book registration before attending**

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

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