

# Essential Skills for Employment

## Next-Steps EC - Downsview

### Free workshop-Intro to MS Excel<sup>®</sup>

#### Registration Dates:

March 7 and 21, 2019 at 10:00 am



#### Where: Next-Steps Employment Centre

\*workshop delivered by TDSB Essential Skills Upgrading program

3701 Chesswood Drive, Downsview

416-395-9559

#### When: March 26 to May 16, 2019

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

\*Clients MUST call to book registration before attending workshop

#### Learn how to:

- navigate Microsoft Excel<sup>®</sup>
- 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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