

Essential Skills for Employment

FREE 8-week workshop **Intro to MS Excel®**

When: January 30 – March 20, 2020
Thursday & 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: Jan 20 & 24, 2020 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

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