

# Essential Skills for Employment

## FREE 5 weeks workshop Intro to MS Excel<sup>®</sup>

**Where: Next-Steps Dundas Dixie**

**1225 Dundas St E Unit #14,  
Mississauga, ON L4Y 2C5**

**905-896-2233**

**When: February 12, 2019 to March 14, 2019**

**Class days: Tuesday, Wednesday & Thursday**

**Timings: 9:30 am to Noon (12pm)**

**Assessment date: 5<sup>th</sup> February 2019**

**\*Clients *MUST* register 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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