

Essential Skills for Employment

FREE 5-week workshop Intro to MS Excel[®]

March 18 – April 17, 2019
Monday, Tuesday & Wednesday
1:00 to 3:30 p.m.

YWCA Employment Services*

*workshop delivered by TDSB Essential Skills Upgrading program
2425 Eglinton Ave E Suite 303
416-264-5788

Assessment Dates:

February 14 & 26, 2019 9:30 a.m

*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

www.upgrademyskills.ca

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