

# Essential Skills for Employment

## FREE 4-week workshop Intro to MS Excel

**February 25 to March 29, 2019\***

**Mondays & Fridays 9:30am-3:00pm**

**Humber Community Employment Services**

**Central Etobicoke\***

**555 Burnhamthorpe Road Suite 500**

**Assessment Dates:**

**Tuesday February 19, 2019 - 1:00 pm - 3:00 pm**

**Thursday February 21, 2019 - 1:00 pm - 3:00 pm**

**To Register Call:**

**416-234-8942 ext. 297**

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

**\*Workshop delivered by Essential Skills Upgrading Program**

### 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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