



## FREE Microsoft Excel Workshop

**Where:** Via Zoom

**When:**  
May 25<sup>th</sup> – July 13<sup>th</sup> 2021

**Class Day(s):** Tue & Thur

**Time:** 1:00pm to 3:30pm

**Requirements:**

\*Laptop/Computer with MS. Excel installed

\*SIN Number will be required for registration

\*CLB Level 5/6

\*Clients **MUST** register before attending workshop

No Class on Canada Day July 1, 2021

### LEARN HOW TO:

- > Navigate Microsoft Excel<sup>®</sup>
- > Format and sort data
- > Create a budget
- > Calculate formulas and use autosum
- > Use charts and graphs



## Essential Skills for Employment

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