



FREE Microsoft Excel Workshop

Where: Via Zoom

When:
June 15th – July 27th 2021

Class Day(s): Tue & Thur

Time: 6:30pm to 9:00pm

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[®]
- > Format and sort data
- > Create a budget
- > Calculate formulas and use autosum
- > Use charts and graphs



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