



## FREE Microsoft Excel Workshop

**Where:** Via Zoom

**When:**  
June 14<sup>th</sup> – July 28<sup>th</sup> 2021

**Class Day(s):** Mon & Wed

**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

### 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

[www.upgrademyskills.ca](http://www.upgrademyskills.ca)

**416-396-6368**

Operated by

