



Free Microsoft Excel Workshop

Where:
Via Zoom

When:
Oct 27 to Dec 3, 2020

Class Day:
Tuesdays and Thursdays

Time:
6:30 pm -09:00pm

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



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