

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

Operated by

aronto

District

School Board

*Clients MUST register before attending workshop

LEARN HOW TO:

- > Navigate Microsoft Excel[©]
- > Format and sort data
- > Create a budget
- > Calculate formulas and use autosum

0

> Use charts and graphs

Essential Skills for Employment

www.upgrademyskills.ca

416-396-6368





This Employment Ontario service is funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement