

Essential Skills for Employment

Computers for Work



FREE computer workshops give you the skills you need for today's world of digital technology.

Learn how to:

- navigate **Microsoft Excel®**
- create a budget
- use charts and graphs
- calculate formulas
- use autosum
- format and sort data
- sort long lists of names and addresses

8-week workshop

March 29 – May 19, 2017

Wed/Fri – 9:30 a.m. to 12:00 p.m.

Humber Community Employment Services

1700 Wilson Avenue 416-631-7600

*workshop delivered by TDSB Essential Skills Upgrading program

Registration:

March 24, 2017 10am

*Clients MUST call to book registration before attending workshop

www.upgrademyskills.ca

Operated by



**EMPLOYMENT
ONTARIO**

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

