

Essential Skills for Employment

Humber CES – St. Clair West

FREE Intro to MS Excel®

Registration Dates:

Sep 27 & Oct 1, 2018 10:00 am

Where: Humber Community Employment Svcs

*workshop delivered by TDSB Essential Skills Upgrading program

1345 St. Clair Avenue West, 2nd Fl

416-654-5566

When: 8-week workshop

Oct 11 – Nov 30, 2018

Thurs/Fri, 9:30 am - 12:00 pm



***Clients MUST call to book registration before attending workshop**

Learn how to:

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

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