

Essential Skills for Employment

Computer Workshop Calendar



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June 2021

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4
7 Excel  June 7 – July 21 M/W 9:30 – 12:00 PowerPoint  June 7 – June 30 M/W 9:30 – 12:00	8 Word  June 8 – July 6 Tu/Th 1:00-3:30pm	9	10	11
14 Excel  June 14 – July 28 M/W 6:30 – 9:00pm	15 Excel  June 15- July 27 Tu/Th 6:30-9:00pm PowerPoint  June 15- July 8 Tu/Th 6:30-9:00 Word  June 15- July 8 Tu/Th 6:30-9:00pm	16	17	18
21	22	23	24	25
28	29	30	Canada Day 	

WORKSHOP INFORMATION:

Intro to Word®

- ✓ Set up an email address
- ✓ Attach files and resumes to emails
- ✓ Navigate toolbars, menus and windows
- ✓ Create documents in Microsoft Word
- ✓ Do a keyboard search on the internet

Intro to Excel®

- ✓ Navigate Microsoft Excel
- ✓ Format and sort data
- ✓ Create a budget
- ✓ Calculate formulas and use auto sum
- ✓ Use charts and graphs

Intro to PowerPoint®

- ✓ Create presentations using Microsoft PowerPoint
- ✓ Edit and format slides
- ✓ Use transitions and animations
- ✓ Apply themes
- ✓ Give effective presentations

Operated by



**Essential Skills
Upgrading**

**EMPLOYMENT
ONTARIO**



Canada