

Essential Skills for Employment

Humber CES – Burnhamthorpe

FREE Intro to MS Excel®

Where: Humber Community Employment Svcs

*workshop delivered by TDSB Essential Skills Upgrading program

555 Burnhamthorpe Road

Suite 500, Toronto

416-234-8942 ext 297



When: Nov 18th to December 13th, 2019*
Mon/Fridays from 9:30 am - 3:00 pm

Registration Dates:

Nov 8 & 15, 2019 starting at 10 am.

***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

www.upgrademyskills.ca

Operated by



Session hosted by



**EMPLOYMENT
ONTARIO**



Canada

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