

Essential Skills for Employment

NEXT-STEPS RIVERDALE

FREE Intro to MS Excel®

Registration Dates:

January 9 & 10, 2020 starting at 9:30 am

Where: Next-Steps Employment Centre

*workshop delivered by TDSB Essential Skills Upgrading program

Gerrard Square Mall

1000 Gerrard Street, 2nd Flr

416-396-2313



When: January 16th – February 7th, 2020
Thurs/Fri, 9:30 am - 3:00 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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