



FREE Microsoft Excel Workshop

Where: Via Zoom

When:
March 30th - May 5th, 2021

Class Day(s): Tues & Wed

Time: 10:00am to 12:30pm

Requirements:

***Laptop/Computer with MS. Excel installed**

***SIN Number will be required for registration**

***CLB Level 5/6**

***Clients MUST register before attending workshop**

LEARN HOW TO:

- > Navigate Microsoft Excel®
- > Format and sort data
- > Create a budget
- > Calculate formulas and use autosum
- > Use charts and graphs



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