



Free Microsoft Excel Workshop

Where: Via Zoom

When:

Feb 2 – March 11, 2021

Class Day: Tuesdays & Thursdays

Time:

6:30 pm - 09:00 pm

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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