

## MS EXCEL TRAINING



**EMPLOYMENT  
ONTARIO**



**For Registration:**



Or Email @

[employmentservices@tno-toronto.org](mailto:employmentservices@tno-toronto.org)

**THIS WORKSHOP FOCUSES ON HOW TO  
FORMAT EXCEL WORKSHEETS AND CELLS,  
SIMPLE FORMULAS, SELECTING RANGES AND  
ENTERING DATA**



**Tuesday, 23<sup>rd</sup> November to Friday  
26<sup>th</sup> November 2021  
10:00AM – 12:00pm**

- Basic of MS Excel
- Working With Worksheet
- Formulas
- Data Management
- Data Sorting and Filtering
- Preparing Chart
- Preparing Format
- Printing Worksheets

Prerequisite: Basic Computer Operating Knowledge

**CERTIFICATE OF PARTICIPATION WILL BE PROVIDED**