

MS EXCEL TRAINING



**EMPLOYMENT
ONTARIO**



For Registration:



Or Email @

employmentservices@tno-toronto.org

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



**Tuesday, 21st September to Friday
24th September, 2021
1:00PM – 3:00PM**

- 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