

Essential Skills for Employment

Computers for Work



FREE computer workshops give you the skills you need for today's world of digital technology.

Learn how to:

- set up an email address
- attach files and resumes to emails
- navigate toolbars, menus and windows
- create documents in **Microsoft Word** ©
- do a keyword search on the internet

8-week workshop

March 29 – May 17, 2018

Thursdays 9:30 a.m. to 12:00 p.m.

Next-Steps Employment Centre - Riverdale

1000 Gerrard St. E. (Gerrard Sq. Mall) 2nd Floor

416-396-2313

*workshop delivered by Essential Skills Upgrading program

Registration:

March 19 & 22, 2018 10am

*Clients MUST call to book registration before attending workshop

www.upgrademyskills.ca

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