

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 & windows
- create documents in Microsoft Word
- do a keyword search on the internet

5-week workshop

March 6 - April 7, 2017

Mon/Fri. – 12:30 p.m. to 2:30 p.m.

**Next-Steps EC – Agincourt Mall
3850 Sheppard Ave. E. 416-396-8110**

*workshop delivered by Essential Skills Upgrading program

Registration:

Feb 24, 2017 12:30 pm

*Clients MUST call to book registration before attending workshop

www.upgrademyskills.ca

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