

# Free Workshops Microsoft Office

Looking to improve your MS Office skill set?

Join us for our weekly two-day workshops on:

- MS Word for Job Search
- MS Excel to organize your Job Search
- MS Access as a Job Search tool
- Creating PowerPoint presentations
- Introduction to Outlook

Must have basic knowledge of MS Word & Excel.

**Space is limited. Call to Register**


416-396-8100 | 416-396-8101

[www.AccessibleERC.com](http://www.AccessibleERC.com)

*SCEA offers the following accessible devices & software for use:  
Dragon Naturally Speaking, ZoomText, SARA CE Scanning/Reading  
Appliance Camera, Sonocent Audio NoteTaker*

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This project is funded in part by  
the Government of Canada and  
the Government of Ontario