



MICROSOFT WORD 101

WHAT:

Learn how to set up an email address, attach files and resumes to emails, navigate toolbars, menus, and windows, create documents in Microsoft Word, and do a keyboard search on the internet.

WHO:

Next-Steps Employment Centre registered clients, must bring SIN number.

WHERE: 1000 Gerrard Street East (located in Next-Steps Employment Centre)

WHEN:

Assessment: February 8th, 2024, at 9:30am (registration will depend on results).

Class Dates: February 20th, 22nd, 27th, 29th, 2024 from 9:30am- 3:00pm

REGISTER:

CALL US AT 416-396-2020

Presented by:

TDSB
COMMUNITYSERVICES
Essential Skills Upgrading

Click/Scan to register:

