

# Essential Skills for Employment

## JOBSTART

### Computer Basics and Intro to Word

**Registration Dates:** Please check with front desk

**Where: Jobstart**

\*workshop delivered by TDSB Essential Skills Upgrading program

2930 Lakeshore Boulevard

416-231-2295 ext. 4257

**When: April 24<sup>th</sup> – May 17<sup>th</sup>, 2019**

**Tuesday / Thursday 1:00pm - 3:30pm**

**\*Clients MUST register before attending workshop**

#### 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

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