

Essential Skills for Employment

FREE 4-week workshop Computer Basics and Intro to Word

When: May 27 – June 21, 2019

Monday & Friday from 9:30 to 12:00 p.m

Where: Next-Steps Employment Centre

*workshop delivered by TDSB Essential Skills Upgrading program

Agincourt Mall, 3850 Sheppard Ave. E

Registration Dates: May 7, 2019 at 9:30 am

*Clients MUST call to book registration before attending workshop

416-396-8110

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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