

Essential Skills for Employment

FREE 4 – week workshop Computer Basics and Intro to Word[®]

February 27 to March 22, 2019

Wednesday & Fridays 9:30 to 12:00 p.m

**Humber Community Employment Services
St.Clair West***

*workshop delivered by TDSB Essential Skills Upgrading program

**1345 St. Clair Avenue West, 2nd Floor
416-654-5566**



Assessment Dates:

February 15 & 22, 2019 10:00 a.m

***Clients MUST call to book registration 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

www.upgrademyskills.ca

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