

Essential Skills for Employment

Humber Employment – Sheridan Mall FREE Computer Basics and Intro to Word[®]

Where: Humber Community Employment Svcs

*workshop delivered by TDSB Essential Skills Upgrading program

North York Sheridan Mall

1700 Wilson Avenue

416-631-7600

When: March 18 to April 12, 2019
Mon/Fri, 9:30 am - 12:00 pm



Registration Dates:

February 25 and March 4, 2019 at 10:00 am

***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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