

Essential Skills for Employment

Next-Steps Downsview

FREE Computer Basics and Intro to Word[®]

Registration Dates:

Dec 20/2018 & Jan 14/2019 10:00 am

Where: Next-Steps Employment Centre

*workshop delivered by TDSB Essential Skills Upgrading program

3701 Chesswood Drive, Downsview

416-395-9559



When: January 15 – February 7, 2019

Tues/Thurs, 9:30 am - 12:00 pm

***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

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