



FREE Computer Basics and Intro to Word

Where: Via Zoom

When: May 13th- June 4th 2021

Class Day(s): Thurs / Fri

Time: 9:30 am to 12:00 pm

Requirements:

*Laptop/Computer with MS Word installed

*SIN Number will be required for registration

*CLB Level 5/6

*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 keyboard search on the internet



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