

Essential Skills for Employment

FREE 4-week workshop **Computer Basics and Intro to Word**

March 18 – April 10, 2019

Monday & Wednesday

9:30 a.m. to 12:00 p.m.

YWCA Employment Services*

*workshop delivered by TDSB Essential Skills Upgrading program

2425 Eglinton Ave E Suite 303

416-264-5788

Assessment Dates:

February 14 & 26, 2019 9:30 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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