

# FREE COMPUTER TRAINING

## Next Steps Employment Center

### Courses available:

- **MS OFFICE (Word, Excel, PowerPoint and Access)**
- **Computer Fundamentals**
- **Windows/ File Management**
- **Outlook and Internet**

### Come and Learn how to:

- Improve your skills to be better prepared for employment;
- Improve your confidence working with computers and software
- Learn in a self-paced, convenient and supportive environment

### Free and Flexible Learning:

- 4 or 6 hours per week, depending on training schedule
- Choose your days and times
- Any day: Monday through Thursday
- Helpful and friendly facilitator
- Certificate awarded upon completion

### Training Location:

## Next-Steps Employment Centres

**4585 Highway 7,  
Woodbridge, Ontario  
L4L 9T8**

**Tel: (905) 851-6783**

**Register anytime up to May 14th**

**EMPLOYMENT  
ONTARIO**

### Training Provided By:



Call or Visit [FreeComputerTraining.ca](http://FreeComputerTraining.ca) For More Information