

Essential Skills for Employment

Next-Steps Riverdale

FREE Computer Basics and Intro to Word®

Registration Dates:

October 19 & 25, 2018 10:00 am

Where: Next-Steps Employment Centre

*workshop delivered by TDSB Essential Skills Upgrading program

1000 Gerrard St. E. (Gerrard Sq. Mall)

2nd Floor 416-396-2313



When: November 1 – 23, 2018

Thurs/Fri, 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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