

# Essential Skills for Employment

## Next-Steps Riverdale

**FREE Computer Basics and Intro to Word®**

### Registration Dates:

September 12 & 20, 2019 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: September 26 – October 18, 2019

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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