

Essential Skills for Employment

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

When: January 30 – February 21, 2020

Thursday & Friday from 9:30 to 12:00 p.m

Where: Next-Steps Employment Centre

*workshop delivered by TDSB Essential Skills Upgrading program

Agincourt Mall, 3850 Sheppard Ave. E

416-396-8110

Assessment Dates:

January 20 & 24, 2020 at 9:30 am

***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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