



Free Intro to Word Workshop

Where: Via Zoom

When:

Jan 26 to Feb 18 , 2021

Class Day:

Tuesdays and Thursdays

Time:

6:30 pm - 09:00 pm

Requirements:

*Clients **MUST** register before attending workshop

*Laptop/Computer with MS Word and zoom installed

*SIN Number will be required for registration

*CLB Level 5/6

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 keyboard search on the internet



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