

Essential Skills for Employment

FREE 5-week workshop Computer Basics and Intro to Word

When: April 30 to June 4, 2018
Mondays, 9:30 am - 2:00 pm

Where: Humber Community Employment Svcs
*workshop delivered by TDSB Essential Skills Upgrading program
1345 St. Clair Avenue West
416-654-5566

Registration Dates:
April 16 & 23, 2018 10:00 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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