

# YWCA Toronto

## COMPUTER TRAINING FOR EMPLOYMENT

For Women Upgrading their Computer Skills for Work

A six-week instructor-led, hands-on course for women interested in improving their essential computer skills for employment. Benefit from a one-stop training and employment facility with access to a resource centre and computer labs in a women-only environment. Courses can be taken individually or as a package.

### By the end of this program you will,

- Have a good understanding of how to use a computer in a variety of business environments
- Improve your keyboarding skills for greater speed and accuracy
- Become skilled at file management in a Windows environment
- Learn how to use the Internet for research and job searching
- Learn how to use email programs such as Outlook or web-based email programs for job searching and administration
- Acquire advanced MS Word 2010 skills to create professional looking business documents
- Learn how to use MS Excel to accomplish common business tasks
- Gain knowledge of how to create presentations in MS PowerPoint

### Pre-requisites

- Must have **beginner** level computer skills in MS Windows and MS Office 2010
- Must have English Language comprehension and verbal skills to ask questions and participate in the learning process

**Course Value:** Phase 1 - \$425 (3 weeks) / Phase 2 - \$425 (3 weeks)  
**Free training to those who qualify. Call for details.**

**When:** Ongoing sessions from 9:30am-2:30pm. Call to register.

**Location:** 3090 Kingston Road, 3<sup>rd</sup> Floor, Scarborough, ON

### Contact Us

YWCA Toronto Skills Development Centre

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**W** [ywcatoronto.org/employment](http://ywcatoronto.org/employment)



### Our clients say...

*"Now I know how to use and format a professional resume using MS Word."*

*"The instructors were friendly, extremely patient and were very knowledgeable."*

*"This program helped me to upgrade my computer skills and become more employable in the market."*



A TURNING POINT  
FOR WOMEN



# COMPUTER TRAINING FOR EMPLOYMENT

## 6 WEEKS COURSE OUTLINE

### Phase 1

- Keyboarding
- Overview of PC and computer concepts
- Customizing Windows for greater efficiency
- Working with Windows Accessories
- Using Windows Help
- File management in Windows

### Internet and Email

- Using the Internet for research
- Job search techniques on the Internet
- Using Email for job search
- Using Email in a business setting

### Advanced MS Word 2010

- Essential formatting and editing techniques
- Productivity tools: Format Painter, advanced Find and Replace, Office Clipboard, Track Changes
- Advanced formatting techniques for desktop publishing in MS Word: graphics and shapes, tables, using tab stops, columns and other graphical elements
- Working with multiple-page documents: using themes, styles, cover pages, inserting Headers and Footers, line, section, and page breaks, managing styles, creating tables of contents
- Using Mail Merge to create customized business letters, envelopes and labels

### Phase 2

- Editing and formatting data in Excel worksheets
- Creating formulas and using built-in mathematical functions
- Creating and modifying charts
- Managing data in tables

### MS Outlook 2010

- Creating and managing email messages
- Managing Contact information
- Using Calendars and Tasks for time management

### MS PowerPoint 2010

- Creating presentations
- Applying graphical elements and themes
- Enhancing presentations with transitions and animations
- Preparing slide shows
- Printing presentation and audience handouts