



BASIC COMPUTER TRAINING

MS WORD, EXCEL, EMAIL AND ONLINE JOB SEARCH



Tuesday, July 25 – Thursday, July 27, 2016 | 9:30am- 2:30pm

In this workshop you will learn:

- How to create a cover letter and resume using MS Word
- How to create basic workbooks, formulas, use ranges, format worksheets, create charts, and more in Excel.
- How to search and apply for jobs online
- How to compose and send a proper email message

For more information and to register, please contact Nicole via email at nsutherland@ywcatoronto.org or by phone at **416.266.0303 x24**.

SPACE IS LIMITED.

ywcatoronto.org



YWCA JUMP is an exciting program for newcomer women and girls over the age of 13, who are permanent residents, convention refugees or live-in caregivers with temporary work permits. (Must provide documentation of record of landing.)

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