



FREE Intro to Word

Where:

Where: Via Zoom

When:

Feb 8 – March 2, 2021

*Feb 15, 2021 is Family day

Class Day: Mondays & Tuesdays

Time:

9:30 am - 12:00 pm (noon)

Requirements:

*Laptop/Computer with MS. Excel 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



Essential Skills for Employment

www.upgrademyskills.ca

416-396-6368

Operated by

