



EVERY WOMAN'S PLACE FOR STRENGTH AND STRONG FAMILY CONNECTION

Microsoft Basic Word Computer Classes for Women:

- ⇒ Must commit to all FIVE Weeks
- ⇒ Must be on time
- ⇒ Must respect all rules

BASIC WORD Lesson Content:

- * Introduction to MS Office
- * MS Word Part I
- * Managing your files
- * Working with MS words
- * Working with Templates
- * Intro. to the Internet
- * Job Searching
- * Preparing your Resume
- * Posting your Resume
- * Basic Microsoft Outlook

-Monday Time: TBA

- 2 hours a day
- Once every Week
- Start Date:
July 22, 2019

Admin Fee is \$60.00
Please call
416 346 0295
for further information.

- Computer coaching for office work
- Effective Office -specific communication
- Office Dress code



If you are a woman that want to up skill, gain new skills for employment purposes, or benefit from a computer class, this class might be for you. Our structured computer classes will prepare you to understand how to use Microsoft word, basic outlook email and work on the internet.



Make the right choice; take the right step.

In our work against feminization of Poverty, Women Centre of Peel is inviting women to this basic computer classes. Our computer classes will open you up to a variety of career choices.

OTHER SERVICES AVAILABLE

- ⇒ Advanced Computer Training
- ⇒ Quick Book Training
- ⇒ Specialized IT Computer Training
- ⇒ Business Analyst Training

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