



A Division of Youth
Employment Services YES
Serving Adults and Youth

FREE Computer Workshops! in April

Introduction to MS Excel

Tuesday, April 6

Learn the tricks of working with data in a spreadsheet.

Formatting Worksheets

Wednesday, April 7

Mastering the basics leads to changing layout and appearance.

Organizing Your Job Search

Thursday, April 8

Come see how simple it can be to track your correspondence!

Computer Basics

Tuesday, April 27 (10:00 – 11:30 pm)

IMPORTANT:

Please note that you must confirm your seat in a workshop by signing up at least one day before the workshop takes place.

There are 10 computers available. So if you've signed up, but then will not be attending the workshop, please inform us at least the day before the workshop.

Last minute arrivals who have not signed up in advance are subject to either:

- sharing a computer with another willing participant, or
- not having access to a computer during the workshop.

Unless noted otherwise,
All Workshops are from
9:30 – 11:30 am

Hosted by:

Bloor-Dundas Employment Centre
1610 BLOOR STREET WEST
Between Dundas West & Keele
TEL: (416)535-8448
FAX: (416)535-5369

The Employment Champion

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