COMPUTER LITERACY PROGRAM

FOR NEWCOMERS | ADVANCED IN-PERSON CLASSES

Wednesdays FROM 1:00 P.M. – 4:00 P.M.

The Computer Literacy for Newcomers develops the skills and confidence necessary for using computers in every day life.

MS Word (In-Person)
May 17 – June 7, 2023

- Creating Word documents
- Editing, organizing, formatting
- Using clipart and drawing flowcharts
- Using Google Docs, electronic signature; filling PDF forms
- Creating resume

MS Excel (In-Person)
June 14 – July 5, 2023

- Creating workbooks, spreadsheets
- Data entry, formatting, importing files
- Using simple formulas
- Calculating basic budget
- Creating graphs, charts
- Google Sheets, electronic signature, filling PDF forms

MS PowerPoint (In-Person)
July 12 – August 2, 2023

- Creating slides for presentation
- Formatting, inserting texts, pictures, videos, audios
- Transitioning slides and presenting
- Electronic signatures, filling PDF forms
- Google Slides

Enrollment Requirements:

- Permanent Resident status
- English proficiency at Canadian Language Benchmark (CLB) score of 4 or higher

For more information, contact:

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Register today:

bit.ly/3WsjfTF

ymcaimmigrantservices.ca