

Investing in Women's Futures



COMPUTER LITERACY PROGRAM

BEGINNER (IN PERSON)

Ongoing — new sessions starting every month.

- Introduction to computers and typing
- Using Windows operating system
- Exploring computer features
- Managing files and folders
- Using Google applications and features (email, calendar, bookmarks etc.)
- Filling PDF forms and electronic signature
- Online job search and uploading resume

ADVANCED (IN PERSON)

Wednesdays from 9:00 a.m. – 12:00 p.m.

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:

- Identify as a woman or non-binary person
- English proficiency at Canadian Language Benchmark (CLB) score of 4 or higher

For more information, contact:

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Register today:

bit.ly/3B5orUL



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