

LOOKING FOR A JOB? DO YOU NEED TO LEARN COMPUTER SKILLS?



WE CAN HELP...

ORILLIA & DISTRICT LITERACY COUNCIL

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LEARN COMPUTER BASICS FOR JOB SEARCH

Tuesdays to Thursdays, 1:30 pm – 4:30 pm (start anytime)

Work at your own pace; take as long as you need

COURSE INCLUDES:

- Parts of the computer and what they do
- Creating, saving, printing and formatting Word documents
- Creating and managing email accounts
- Sending email attachments
- Effective internet searches

Please contact your case worker for a referral.

There is a \$5.00 charge for a manual and USB drive.

