



Work Support Workshop

BUILDING YOUR CONFIDENCE AROUND COMPUTERS COMPUTER WORKSHOPS



Two hands -on workshops focus on basic computer & workplace skills to help participants build their confidence and mastery with computers.

COMPUTER BASICS

Saturday, May 04 9:30-11:00 am

Basic terminology, keyboard & mouse, printer, monitor, Internet, browsing ,web searches, hyperlinks & commands.

COMPUTER SKILLS FOR THE WORKPLACE

Saturday, May 18 9:30-11:00 am

Overview of Microsoft Office Programs,
Folders & Rules, Document Management.

YOU CAN REGISTER FOR ONE
OR BOTH WORKSHOPS

To register contact

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HELD at LOWER CAPE OUTREACH
COUNCIL

19 Brewster Cross Road

Orleans, MA 02653

In collaboration with Lower Cape Outreach Council

Free, Confidential, Childcare Reimbursement Available

Funded by The Cape & Islands United Way

WE CAN ~ Women's Empowerment Through Cape Area Networking ~ Life Changing Services for Women

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