



# Employment Services York Region

## FREE Computer Skills Training

Presented by  
**Literacy Council York-Simcoe**

### Topics Covered Include

- Microsoft Office courses – basic and intermediate of Microsoft Word, Excel and PowerPoint
- Introduction to computer basic, components & operations
- Working effectively with internet and e-mail
- Employment literacy and essential skills training (reading and writing for work)
- Employment soft skills training

**February 19<sup>th</sup> – March 28<sup>th</sup>, 2013**

**Four days a week (Monday to Thursday)  
Flexible hours between 9:00am to 3:00pm  
Two-hour sessions a day for 6 weeks**

**COSTI – Vaughan, Employment Services**

**7800 Jane Street - Unit 1**

(North West corner of Hwy 7 & Jane St.)

**CALL (905) 669-JOBS (5627) TO REGISTER!**



**EMPLOYMENT  
ONTARIO**

This *Employment Ontario* Service is funded in part  
by the Government of Canada