

# Monday Morning Computer Skills Workshop Series

at Ontario Works, 16 Toronto Ave, South River. Call (705) 386-2358

Call for dates, workshops from 9:30 – 11:30 in the Computer Lab

## INTRODUCTION TO COMPUTERS

- Learn about computer icons
- Understanding browsers
- Signing up and signing in
- Searching files, programs & the internet
- What to look for to get yourself on-line



Learning to recognize many of the symbols used across. Most platforms and software programs can really help you navigate your computer.

## EDITING & UPDATING RESUMES IN

### MS WORD

- Accessing saved documents
- Moving around documents, selecting text, copy and paste
- Adding and removing information
- Bullets, bold & italic text, columns
- Adjusting margins, font, spacing
- Re-saving and printing



Updating your existing resume to include new information or to target a particular job can often lead to layout problems. Learn how to overcome these with this with our quick, 2 hour workshop.

## GETTING YOUR RESUME OUT THERE

- Cover letters for specific jobs
- In person drop off: printing and presenting your resume
- Uploading documents
- Emailing for specific job postings
- Using INDEED to respond to postings



You have a great resume and cover letter, now you need to get it out to potential employers. Handing it out in person or uploading it online, sharing it is key.

## INTRODUCTION TO MS EXCEL

- Understanding Workbooks, Sheets and Cells
- Modifying Columns, Rows and Cells
- Formatting Cells: Numbers and Text
- Basic Formulas
- Basic tips for working with data
- Page Layout and Printing



An Excel spreadsheet can be a powerful tool for both business and personal use. Learn the basics of this useful Microsoft program

**Ask how we can help you complete your Grade 12 – bring in your transcript and let's talk!**



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