

Computers for Employment

Monday to Wednesday, 1:30pm - 3:30 pm

Sessions starting: February 23rd, and March 23rd, 2026



Get and stay organized with Outlook:

- Using email in a professional setting
- Using your Calendar to keep track of appointments
- Using Tasks to stay organized

Learn the basics of Microsoft:

- Word
- Excel
- PowerPoint

**For more information or to
register, please contact us:**

Call **416-539-9000** or email

literacy@westnh.org

1033 King St. West

Also, please visit **westnh.org/learning/**

Eligibility

- Over 18
- Speak basic English
- Have a valid SIN card