

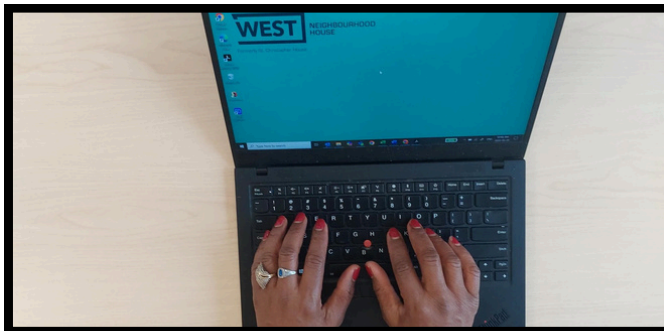
Free Summer Computer Classes



COMPUTER BASICS

Friday, 1:30 - 3:30pm

July 10th - August 21st



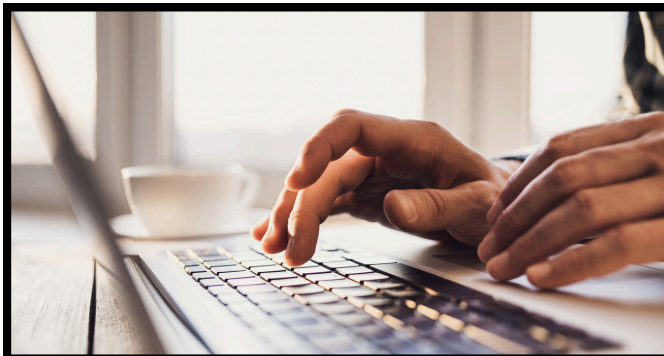
COMPUTERS - BEYOND THE BASICS

Tuesday & Wednesday,

1:30- 3:30pm

July 14th - 30th or

August 4th - 19th



COMPUTERS FOR EMPLOYMENT

Tuesday to Thursday,

10am - 12pm

July 14th - 31st or

August 4th - 20th

**More information about each course is available
on the back.**

Contact us directly by calling **416-539-9000** or through email at **literacy@westnh.org**, or visit us in person at 1033 King Street West.

Learn more by going to **westnh.org/learning**.

Program Descriptions

Computer Basics

This group is for people with little or no experience with computers. We will focus on the tech skills you need to help you in your everyday life.

Topics will include:

- Staying safe online
- Using Google Maps
- Finding flyers online
- Email basics
- Filling out forms
- Getting the most out of your smartphone

Computers - Beyond the Basics

This group is for people who have some experience but want to learn more. Topics will include:

- Microsoft Word
- Using the internet effectively
- Privacy
- Advanced Email
- Using Outlook Calendar
- Introduction to Office 365

Computers for Employment

Knowing how to use productivity software is a prerequisites for most jobs. This course will help you get the most out of these programs.

Topics will include:

- Microsoft Outlook (email, calendar and Tasks)
- One Drive and Google Drive
- Microsoft Word and Google Docs
- Microsoft Excel and Google Sheets

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