



TLG

Basic Computer Program

New Classes Starting Now!



EMPLOYMENT ONTARIO
Ontario's employment and training network.

TLG Computer Basics

Do you want to prepare for online learning? Do you want to be more confident using your e-mail? Or do you want to upload your resume to apply for a job online?

Our computer classes

- Go at your speed
- Have small student numbers (3-6)
- Build your confidence!

Learn

- ✓ Basic keyboard and mouse skills
- ✓ How to save to a USB
- ✓ How to attach your resume to an e-mail
- ✓ How to protect your privacy
- ✓ How to avoid viruses
- ✓ E-mail etiquette
- ✓ Safe internet use
- ✓ Much more!

- ✓ Cambridge and Kitchener classes
- ✓ 2 hours per week for 6 weeks
- ✓ Morning, afternoon and evening classes
- ✓ A new class starting every month



Reduce your frustration

For Kitchener and Cambridge Classes

Contact Laurie

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