



*A new skill* starts here.



# COMPUTER LITERACY PROGRAM

COMPUTER BASICS, USING INTERNET, INTRODUCTION TO MICROSOFT, WORD, EXCEL AND POWERPOINT

## Online Basic Computer Program for Newcomers

### MS WORD

- Basics of MS Word
- Using Internet search for your daily needs and questions
- Google Drive and its applications

**May 11<sup>th</sup> - May 27<sup>th</sup>, 2020**

**Mondays & Wednesdays**

**12:00 PM - 1:30 PM**

### MS EXCEL

- Basics of MS Excel
- Using Internet search for your daily needs and questions
- Google Drive and its applications

**June 3<sup>rd</sup> - June 29<sup>th</sup>, 2020**

**Mondays & Wednesdays**

**12:00 PM - 1:30 PM**

### MS POWERPOINT

- Basics of Power Point
- Using Internet search for your daily needs and questions
- Google Drive and its applications

**July 6<sup>th</sup> - July 29<sup>th</sup>, 2020**

**Mondays & Wednesdays**

**12:00 PM - 1:30 PM**

#### IMPORTANT INFORMATION:

- Maximum of 12 participants per session
- You will receive an invitation with a password from the Y to participate
- To register click [HERE](#)

**For more information and assistance on registration**

**Please contact Danica**

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#### YMCA IMMIGRANT SERVICES

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**PROGRAM IS PRIORITIZED FOR PERMANENT RESIDENTS IN CANADA FOR 2 YEARS OR LESS**