



Minwaashin Lodge

Aboriginal Women's Support Centre

424 Catherine Street, 2nd Floor

Tel (613) 741-5590

www.minlodge.com

Employment Readiness Program

Presents

Basic Computer Training For Aboriginal Women

Spring 2010 from 1:30–4:30pm

Tues Apr 27, 2010	Typing, keyboarding and mousing skills
Tues May 04, 2010	Internet Skills – surfing the web, mail, popular sites, safety
Tues May 11, 2010	Windows – basic operating system features
Tues May 18, 2010	Word 2007 – application layout
Tues May 25, 2010	Word 2007 – entering, formatting and editing text
Tues Jun 01, 2010	Word 2007 – alignment and tab stops
Tues Jun 08, 2010	Word 2007 – creating documents such as covering letters
Tues Jun 15, 2010	Word 2007 – bullets & numbered lists, headers & footers
Tues Jun 22, 2010	Word 2007 – tables
Tues Jun 29, 2010	Word 2007 – creating and formatting resumes



**Instructor Heather Wiggs, BScH Computer Science
Software Consultant**

**Limited space, pre-registration required
Contact, Irene Compton at 613-741-5590 x 224
Take #4 Hurdman – bus tickets provided**

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