

Computer Classes



1 Navigating job posting sites and responding to job ads

- Indeed.com
- Jobbank.gc.ca
- Glassdoor.ca
- How to upload your resume

Instructor: Taylor Robertson
February 16th, 2018
12:30 - 2:00 p.m

2 How to use Microsoft Outlook to reply to emails arranging interviews, appointments or other events.

- Learn to perform advanced functions with email programs
- Be more productive
- Show off up-to-date computer skills

Instructor: Taylor Robertson
February 23rd, 2018
12:30 - 2:00 p.m.



4 How to Use Microsoft Word

- Introduction to Word
- How to upgrade or change your resume
- How to format documents to look good
- How to format a cover letter
- How to format a letter to the teacher or the school
- Learn the functions to write in different languages

Instructor: Taylor Robertson
March 2nd, 2018
12:30 - 2:00 p.m.

3 How to use Web and Social Media

- Know how to convey messages through twitter
- Explore what is needed to upgrade website using software tools

Instructor: Taylor Robertson
March 9th, 2018
12:30 - 2:00 p.m.

Register Today

Contact Eileen at
905-529-5209
ext. 233

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WORKING CENTRE
IWCHamilton.ca



101-8 Main St. East
3rd floor Computer Lab

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