

Blind River Learning Centre

Workshops: February - March

Intermediate Computers - Windows 10

Build on your basic knowledge of Windows 10.

- Review the START Menu
- Use the Microsoft Store
- Storage & External Memory
- Backing up files safely
- Protecting your Computer with Anti-Virus Protection

February 12, 13, & 14
Afternoon
(1:15pm - 3:00pm)

Email Basics

Learn to use email and build your email skills.

- Beginner
- Build an email
- Learn basic email functions (Inbox, Send, Attach, etc.)
- Learn how to write effective emails
- Email Etiquette

February 26, 27, & 28
Afternoon
(1:15pm - 3:00pm)

Internet Basics & Online Safety

Build basic internet skills and learn to stay safe online.

- Understanding the Internet
- How the Internet can be used
- Internet Safety
- Basic searches

March 5, 6, & 7
Afternoon
(1:15pm - 3:00pm)

Work Skills -

Build the skills employers want.

- Motivation skills
- Build confidence
- Increase your Accountability Skills
- Teamwork in the workplace
- Build Communication skills

March 19, 20, & 21
Afternoon
(1:15pm - 3:00pm)

Class sizes are limited.

Please call ahead/email to make an appointment to register.

**EMPLOYMENT
ONTARIO**

 Ontario

Canada

Phone: 705-356-2487

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Open: Monday - Thursday, 9:00am - 3:00pm

**Blind
River
Learning
Centre**