

DIGITAL LITERACY FOR THE WORKSPACE FOR NEWCOMER WOMEN: IN-PERSON EVENT

6-Day Workshop:

August 7, 12, 14, 19, 21 and 26, 2025 | 11 a.m. - 1 p.m.

Location: 690 Dorval Dr., Suite 100, Oakville, L6K 3X9

Get a foundation in digital literacy skills to succeed in a digital-based work environment:

- Practice using the most popular apps and programs. Work with documents, spreadsheets, presentations, email, and more
- Microsoft Office
- Learn how to use Word, Excel, PowerPoint, and Outlook
- Google Apps
- Practise with Docs, Sheets, Slides, and Gmail

****Certificate of attendance is provided upon completion of the entire training****

Eligibility Criteria:

- **Permanent Residents or Convention Refugees with a valid PR card, Confirmation of PR or Notice of Decision or CUAET visa holder**

Register by phone or email:

(905) 875-3851 Ext. 5008

nicoakville@achev.ca

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