



# YMCA Workshops

**Mississauga City Centre  
Drive YMCA Centre**

151 City Centre Drive Suite 800  
Mississauga  
(905) 276 - 9322 ext. 31214  
Monday, Wednesday, Friday: 8:30 a.m. – 5:00 p.m.  
Tuesday, Thursday: 8:30 a.m. – 8:00 p.m.  
Saturday: 10:00 a.m. – 2:00 p.m.



Follow us on Twitter  
**@YMCAGTA & YMCAGTAJobs**

## May 2018

[ymcagta.org/employment](http://ymcagta.org/employment)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Internet 5:30 p.m. – 7:00 p.m.	<b>2</b> Second Career 9:30 a.m. – 11:00 a.m.	<b>3</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to PowerPoint 5:30 p.m. – 7:00 p.m.	<b>4</b> Mock Interviews 9:30 a.m. – 11:00 a.m.	<b>5</b> Typing Tutor 10:30 a.m. – 12:00 p.m.
<b>7</b> Resume Critique 9:30 a.m. - 11:00 a.m.	<b>8</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Word 5:30 p.m. – 7:00 p.m.	<b>9</b>	<b>10</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Excel 5:30 p.m. – 7:00 p.m.	<b>11</b> Social Media and Internet Job Search 9:30 a.m. – 11:00 a.m.	<b>12</b> Intro to the Computer 10:30 a.m. – 12:00 p.m.
<b>14</b> Resume Critique 9:30 a.m. - 11:00 a.m.	<b>15</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to PowerPoint 5:30 p.m. – 7:00 p.m.	<b>16</b> Second Career 9:30 a.m. – 11:00 a.m.	<b>17</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Internet 5:30 p.m. – 7:00 p.m.	<b>18</b> Resume Critique 9:30 a.m. – 11:00 a.m.	<b>19</b> CLOSED
<b>21</b> CLOSED	<b>22</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Excel 5:30 p.m. – 7:00 p.m.	<b>23</b> Resume and Cover Letter 9:30 a.m. – 11:00 a.m.	<b>24</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Word 5:30 p.m. – 7:00 p.m.	<b>25</b> Mock Interviews 9:30 a.m. – 11:00 a.m.	<b>26</b> Intro to the Computer 10:30 a.m. – 12:00 p.m.
<b>28</b> Mock Interviews 9:30 a.m. – 11:00 a.m.	<b>29</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to Word 5:30 p.m. – 7:00 p.m.	<b>30</b> Second Career 9:30 a.m. – 11:00 a.m.	<b>31</b> Resume Critique 5:30 p.m. – 7:00 p.m. Introduction to PowerPoint 5:30 p.m. – 7:00 p.m.		



# YMCA Workshops

Mississauga City Centre  
Drive YMCA Centre  
151 City Centre Drive Suite 800  
Mississauga  
Please call (905) 276 - 9322  
ext. 214 to register.

## May 2018 Workshops

**BUILD THE SKILLS TO UNDERTAKE AN EFFECTIVE JOB SEARCH!**

### COMPUTER WORKSHOPS

#### 1. How to Use a Computer

- This course is for anyone who has no prior or very basic skills using a desktop computer.
- The various components of the computer will be covered such as the keyboard, mouse, monitor, etc.
- Build confidence using a computer.

#### 2. Typing Tutor

- Improve your typing skills.
- Use Mavis Beacon Typing teaches software.
- Increase your words per minute.
- Animated keyboard layout and the typing graphic hands are used to correct mis-typing by showing the right way to type your learning and practice experience.

#### 3. Introduction to the Internet

- Learn the basics of Internet on Internet explorer.
- Understand how to search using the Internet.
- Gain a more complete understanding of how the Internet works.
- Learn how to send, receive, reply, and for forward e-mails.

#### 4. Microsoft Excel

- An introductory course for those with no prior experience in Excel and who desire to gain the necessary skills to create, edit, format and print basic Microsoft Office Excel 2010 worksheets.
- Learn how to add, subtract, multiple, and divide using MS Excel.
- Understand how to use basic formulas.
- Learn how to make graphs using Excel.

#### 5. Microsoft PowerPoint

- Designed for those interested in learning how to create and modify files in the PowerPoint environment and construct presentations.
- Learn to navigate through the interface.
- Learn how to put text and pictures on slide.
- Prepare and learn how to give a slideshow.

#### 6. Microsoft Word

- Learn how to create and modify files in the MS Word environment and create documents.
- Gain knowledge of editing documents.
- Save, rename, and retrieve documents and files
- Design and produce word processing documents, including editing, processing, storing, and printing.

#### Resume & Cover Letter Help

Resume and cover letter help is available in the centre on a one-on-one basis. Scheduled appointments are available Monday through Friday. These appointments can be made in person or over the phone.

#### Career Workshops

Mississauga YMCA offers a variety of Career Workshops to assist you in your search for employment. Sign up for Interview Skills, Social Media, LinkedIn, Job Search Skills and more!! Please call (905) 276-9322 ext. 214 to register.