

# Conquer the Computer

Get the free help you need for success at work!

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## *Computer Skills for Work: The Basics*

Workplace Education Manitoba offers free workplace-focused Essential Skills upgrading.

**Where:** Workplace Essential Skills Training Centre (WEST), 1000 Waverley

Basic computer skills include the ability to use a computer operating system and tools, use software applications (word processing, folder management, email, spreadsheets, presentations, internet, etc.) and apply security measures to complete workplace tasks such as:

- opening and closing computer applications
- using a user-ID and password
- opening, making changes and saving existing documents
- creating and saving new documents
- applying the basics of information / file management
- writing and sending email with attachments
- retrieving information from a variety of electronic sources

**Call us at (204) 272-5030 to learn more**

