

DIGITAL LITERACY FOR THE WORKSPACE FOR NEWCOMER WOMEN: VIRTUAL WORKSHOP

Thursday, July 16, 2026 | 11:00 a.m. - 12:30 p.m.

Microsoft Excel

Build a strong foundation in digital literacy skills to succeed in today's digital workplace:

- Learn how to open, navigate, and save a workbook with confidence
- Discover how to enter and edit text and numbers
- Practice creating simple lists and organizing information easily
- Find out how Excel can help you track budgets, contacts, and more
- Walk away with essential skills that employers in Canada are looking for

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

Eligibility Criteria:

- **Permanent Residents or Convention Refugees, Confirmation of PR or Notice of Decision**

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