

DIGITAL LITERACY FOR THE WORKSPACE FOR NEWCOMER WOMEN: VIRTUAL WORKSHOP

Thursday, July 9, 2026 | 11:00 a.m. – 12:30 p.m.

Microsoft Word Fundamentals

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

- Learn how to open, save, and navigate a Word document with ease
- Discover how to type, edit, and format
- Practice using bold, italics, bullet points, and numbered lists
- Find out how to insert pictures, tables, and headers into your documents
- Walk away with essential skills for school, work, and everyday life in Canada

****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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