

Google Docs Made **EASY!**



Google Docs is a free online word processor. Improve your computer skills and learn how to use Google Docs now. Don't be left behind!

- Learn how to use Google Docs in a fun, stress-free environment
- Hands-on practice creating and editing documents
- Easy to follow instructions for copying & pasting, filing and printing
- Learn how to share and collaborate with multiple people

Google Docs Made Easy! is a 3-hour, hands-on workshop.

▶ Bring your gmail address and password.

Register for this FREE Workshop at the AJC East Office nearest you or online at cthires.com!

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EAST

NEW OFFICE Montville • 601 Norwich New London Turnpike, Suite 1, Uncasville • 860-848-5240

**NEW LOCATION Danielson • 562 Westcott Road • 860-774-4077
Willimantic • Tyler Square, 1320 Main Street • 860-450-7603**

NOTE: The Norwich and New London Offices closed in March 2018.

To learn more about the wide range of workshops available, visit EWIB.org/workshops#links, CTHires.com or JobCenterCT.com.

Not all workshops are available every month or in every location. Check the monthly calendar for availability.

Some workshops require a minimum number of participants to avoid cancellation.

Many of these workshops are funded in whole, or in part, by the Eastern CT Workforce Investment Board (EWIB) through a variety of state and federal funding sources.

This program is an equal opportunity employer program; auxiliary aids and services are available upon request to individuals with disabilities.



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