

# Computer Basics



Westwood Library  
66 Allard Ave.

## Google Drive Basics

Get started with Google Drive and learn to store and share files in various formats. A gmail account and basic computer skills are required.

Saturday, September 20: 10:30 a.m.- 12:30 p.m.



Free. To register phone, visit a branch, scan the QR code, or visit [winnipeg.ca/library](http://winnipeg.ca/library)

## Word Level 1

Learn about editing and formatting text using Word 2010, including opening and saving documents. This workshop is for those who have basic computer skills.

Thursday, September 18: 5:45 - 7:45 p.m.



Free. To register phone, visit a branch, scan the QR code, or visit [winnipeg.ca/library](http://winnipeg.ca/library)

## Word Level 2

Build on the basics to create lists, add pictures, and use indenting, tabs, and page layout options to format your documents. This workshop is for those who have completed Word Processing 1 or have experience using Word.

Monday, September 22: 5:45 - 7:45 p.m.



Free. To register phone, visit a branch, scan the QR code, or visit [winnipeg.ca/library](http://winnipeg.ca/library)

Please cancel your registration in advance if you are unable to attend.  
No-show registrants may be denied spots in future workshops.  
Priority may be given to those who have not registered for the workshop previously.  
Latecomers will not be admitted more than 15 minutes after the program starts.

