

Celebrating 35 years of helping women...



FREE SERVICES FOR WOMEN . . .

TIMES CHANGE

WOMEN'S EMPLOYMENT SERVICE

365 Bloor St. E., Suite 1704
416-927-1900

www.timeschange.org

Located 1/2 block west of
Sherbourne subway station.

Career Planning
Job Search
Educational Counselling
Computer Workshops
Resource Centre and more!

A non-profit community
agency funded by:

**EMPLOYMENT
ONTARIO**

Employment Ontario programs are funded
in part by the Government of Canada



United Way
Toronto

A United Way member agency



Funded by the Government of Canada

Looking for work?

Join our 4 day *Job Search Workshop*
from 9:00 a.m. to 12:30 p.m.

Job Search Strategies
Effective Résumé & Cover Letter Writing
Interview Practice & More!

You will also receive one-on-one counselling

Upcoming Dates:

June 7 - 10, 2010

June 14 -17, 2010

For more information or to register call:
416-927-1900, ext. 0

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Career Planning Workshop For Women

Uncertain about your career direction?
Thinking of making a change?

Step into your own unique life story to learn about your skills, passions & interests. Decision making, labour market trends & action planning are included too.

You will also receive one-on-one counselling.

For more information call:
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Find out why so many women wish they knew
about Times Change sooner!

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Educational Counselling For Women

**Looking for a training program?
Thinking about going back to school?
Need information about financing your education?**

Don't wait any longer!
Make an appointment with our
Educational Counsellor for one-on-one counselling.

**For more information call us at:
416-927-1900, ext. 0**

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Free Macintosh Use for Women!

Includes scanner and colour printer

Why pay to use a Macintosh?...



Learn or practice on our **POWER MAC G5** computer

Self Guided Tutorials in:

- ✓ Macromedia Dreamweaver 8
- ✓ Macromedia Flash Professional 8
- ✓ Adobe Photoshop CS2
- ✓ Adobe InDesign CS2
- ✓ Adobe Illustrator CS2

Also available:

- ✓ MS Office 2004 (software only)
- ✓ Mac OS X Tutorial



To book the Mac computer, please call Times Change @ (416) 927-1900

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THE ONTARIO
TRILLIUM
FOUNDATION
LA FONDATION
TRILLIUM
DE L'ONTARIO



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Free Computer Workshops for Women!

Microsoft Office (5 separate workshops):

- Introduction to Word:** copy/cut and paste, spelling/grammar check, add/customize bullets, add/modify borders, edit/clean up document, change margins and efficient printing
- Intermediate Word:** find/replace, format painter, page numbering, headers/footers, use tables to create resume and useful shortcuts
- Introduction to Excel:** create/format spreadsheet, join cells for titles and use quick sum
- Introduction to PowerPoint:** create professional slides and present slide show. Have fun with transitions and design animation scheme
- Introduction to Access:** design a database, create tables and generate reports

Internet for Job Search:

Current and comprehensive job links, bookmarking & organizing your favourite sites, efficient use of search engines, and much more

Email Set-up & Efficient Use:

- Send emails to multiple contacts
 - Add contacts to your address book
 - Create and manage folders
 - Save & retrieve your drafts
- Come and create a Yahoo email account and learn features beyond sending & receiving emails

Email: Sending Resumes Online:

- Prepare a Plain Text resume
- Send resume in the body of the email
- Attach resume as a Word or Rich Text file
- Learn how to apply for a job in a website

Due to high demand, please call (416) 927-1900 ext. 0 in advance to register

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Free Computer Services for Women!

Call on Thursdays to book computer time for the following week

Free Instructor-led Computer Workshops

Introduction to Microsoft :

Word
Excel
PowerPoint
Access

Also:

Internet for Job Search
Email Set-up & Efficient Use
Email: Sending Resumes Online

*Due to high demand, please call in advance
to check availability.*

Free Self-Directed Computer Tutorials

Microsoft :

Word, Excel, PowerPoint, Access,
Publisher & Outlook

Web & Graphic Design:

Illustrator, InDesign, Photoshop,
Dreamweaver, Flash Professional & HTML

Accounting:

Introduction to Accounting,
Simply Accounting & Quickbooks

*Reserve up to 2 hours each day to practice
on a PC or Macintosh computer.*

For computer services, please call Times Change @ (416) 927-1900

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