Community Information: Computer Training

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Community Information from the Whitby Public Library can help you find valuable resources and organizations in our community. This document contains information about online resources, as well as contact information for computer training resources in Whitby and the surrounding area.

Classes

Durham Catholic School Board Continuing Education

- **Phone:** 905-666-1255
- **Website:** https://www.con-ed.ca/en/employment-preparation-training/employment-preparation---training.aspx
- Available classes include Microsoft Office certification.

Community Development Council Durham

- **Website:** www.cdcd.org/programs/newcomer-computer-training-program/

Open to individuals with the following criteria:

- Ages 18+
- English language CLB4+
- Permanent resident, live-in caregiver, Ukrainian CUAET, and Convention Refugee

Training topics:

- Basic computer skills, typing and internet use
- Microsoft Office (Word, PowerPoint, Excel)
- Online shopping and banking
- Cyber security
- Social media and email

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- Video Conferencing

- Financial literacy

- Online job applications

- Cyber wellness

Questions? Contact Avalina Rodrigues, Computer and Internet Coordinator

- Phone: 905-686-2661 ext. 221

- Email: sakhtar@cdcd.org

Durham College

- **Phone:** 905-721-3131

- **Website:** https://durhamcollege.ca/programs-and-courses/academic-upgrading-college-preparation/courses

- Free course

- Designed for computer users with little experience who wish to learn more

- Topics include: an introduction to hardware and software, general computer maintenance, file management, email, online communications and internet use

Online Tutorials

BBC Webwise

- **Website:** www.bbc.co.uk/webwise

- A series of short films introducing topics like using email, using the internet, using mobiles and staying safe online

Digital Unite

- **Website:** www.digitalunite.com/technology-guides

- Step by step guides for learning computer basics, creating documents, digital photography, how to shop online, how to use Microsoft Office and much more.

GCF Learn Free

- **Website:** https://edu.gcfglobal.org/en/topics/computers/
- Tutorials on many different basic computer skills including how to use a mouse, introduction to the Internet, and more.

Certification Programs

Durham College Continuing Education

- **Phone:** 905-721-3052
- **Website:** https://durhamcollege.ca/academic-schools/centre-for-professional-and-part-time-learning/programs-and-courses/courses?cluster=CE02
- **Email:** ppl@durhamcollege.ca
- Certification programs for Microsoft Office and other programs

Durham District School Board Continuing Education

- **Phone:** 905-436-3211
- **Website:** https://www.dce.ca/en/index.aspx#
- **Email:** DCEinfo@ddsb.ca
- Certification programs for Microsoft Office and some accounting programs
- Computer related diploma courses

Computer Training at the Whitby Public Library

1-on-1 Tech Help

The Whitby Public Library offers computer training which includes:

- Learn the basics of Microsoft Word, Excel, or PowerPoint
- Set up an email address and manage your email
- Learn the basics of Facebook, Twitter, or Instagram
- Learn the basics of how to use your computer, tablet or smartphone

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- Learn how to use our digital content, including books, audiobooks, magazines, music, and movies
- Learn how to use our online research tools
- [Become 3D printer certified](#)

One on one computer training appointments for a topic of your choice (with some limitations) are available at all three locations.

LinkedIn Learning

- https://www.linkedin.com/learning-login/go/whitbypl
- Free access for members of Whitby Public Library. Log on with your card and PIN via our website. LinkedIn Learning offers a variety of courses and materials on computers, as well as other job readiness and career upgrading courses. Our library code is WhitbyPL.

Learn Basic Typing

- www.typing.com
- www.typingclub.com

Advanced Typing Practice

- www.monkeytype.com
- www.problemwords.com
- www.keybr.com

More Information

For more information on resources and organizations in Whitby and the surrounding area, visit https://www.informdurham.com/

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Contact the Whitby Public Library

Contact any branch of the Whitby Public Library for more information, or for assistance with your research questions.

Central Library

- **Phone**: 905-668-6531 extension 2020
- **Email**: askreference@whitbylibrary.ca askcaf@whitbylibrary.ca

Brooklin Branch

- **Phone**: 905-655-3191
- **Email**: askbrooklin@whitbylibrary.ca

Rossland Branch

- **Phone**: 905-668-1886
- **Email**: askrossland@whitbylibrary.ca