

Office Clerk Video List

Essential Skills job profile for General Office Clerks (NOC 1411)

https://www.jobbank.gc.ca/es_view_profile-eng.do?prof_id=104&lang=eng

Office Clerks, General (1:14 minutes)

<https://www.dreamitdoitoki.com/profile/43-9061.00>

Toshiba Basic **Telephone Function** by Nova Voice Data (6:21 minutes)

<https://www.youtube.com/watch?v=mlYKC-8Nr3o>

Many **PDF** manuals are available online

Download the user guide for the Brother Fax-2810 <https://www.brother.ca/>

How 2 Organize Your Office Space by Mission2Organize (4:11 minutes)

<https://www.youtube.com/watch?v=kU5U4AZZ3pg>

Filing

- Tips for Organizing a File Drawer by Cheryl Chandler (7:50 minutes)
<https://www.youtube.com/watch?v=ltSighEKfiw>
- File Organization by askthedecorator (4:52 minutes)
<https://www.youtube.com/watch?v=F9qNhcgbj3A>
- How to Create and Use the 43 Folders System by officearrow (3:56 minutes)
https://www.youtube.com/watch?v=YG0FU_M_YB8

Basic Email Tutorial (3:15 minutes)

<https://www.youtube.com/watch?v=cnxsl8h5gj4>

Optional Videos

Don't pile or file but "Pile-file" by RobsProTips (8:31 minutes)

<https://www.youtube.com/watch?v=H5tnm8Xj1d0>

Home Practices

How to Organize Warranties, Manuals & Receipts by Home Organizing by Alexandra.tv

(7:32 minutes) <https://www.youtube.com/watch?v=sqrChfq5ck>