



PROJECT FOR PRIDE IN LIVING

Free Computer and Job Readiness Workshops

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December 2019 • Workshop descriptions on back

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>2</p> <p>Computer Basics 1: Intro 10:00am—12:00pm</p> <p>Excel Basics 1: 1:00pm—3:00pm</p>	<p>3</p> <p>Computer Basics 2: Keyboarding 10:00am—12:00pm</p> <p>Excel Basics 2: 1:00pm—3:00pm</p>	<p>4</p> <p>Computer Basics 3: Internet 10:00am—12:00pm</p> <p>Excel Basics 3: 1:00pm—3:00pm</p>	<p>5</p> <p>Computer Basics 4: Email 10:00am—12:00pm</p> <p>Computer Basics 5: Online Learning 1:00pm—3:00pm</p> <p>Excel Basics 4: 1:00pm—3:00pm</p>	6
<p>9</p> <p>Word Basics 1: 10:00am—12:00pm</p> <p>Computer Help 1:00pm—3:00pm</p>	<p>10</p> <p>Word Basics 2: 10:00am—12:00pm</p> <p>Job Readiness: Job Search 1:00pm—3:00pm</p>	<p>11</p> <p>Word Basics 3: 10:00am—12:00pm</p> <p>Job Readiness: Resume 1:00pm—3:00pm</p>	<p>12</p> <p>Word Basics 4: 10:00am—12:00pm</p> <p>Job Readiness: Interviewing 1:00pm—3:00pm</p>	<p>13</p> <p>LinkedIn: 10:00am—12:00pm</p>
<p>16</p> <p>Google Drive: 10:00am—12:00pm</p> <p>Computer Basics 1: Intro 1:00pm—3:00pm</p>	<p>17</p> <p>Android Phone: 10:00am—12:00pm</p> <p>Computer Basics 2: Keyboarding 1:00pm—3:00pm</p>	<p>18</p> <p>PowerPoint Basics 1: 10:00am—12:00pm</p> <p>Computer Basics 3: Internet 1:00pm—3:00pm</p>	<p>19</p> <p>PowerPoint Basics 2: 10:00am—12:00pm</p> <p>Computer Basics 4: Email 1:00pm—3:00pm</p>	<p>20</p> <p>Computer Basics 5: Online Learning 1:00pm—3:00pm</p>
23	<p>24</p> <p>PPL Closed Holiday</p>	<p>25</p> <p>PPL Closed Holiday</p>	26	27
30	31			

Workshops are held at the PPL Career Center:
1021 E Franklin Avenue in Minneapolis. MTC Buses: #2, #9, and #14.

*Must have strong computer skills to attend this workshop.
Attend four workshops and earn a FREE gas or bus card! Ask us how!

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Android Phone: Bring your Android phone and learn about settings, phone security, how to use the app store as well as helpful apps that are free!

Computer Basics 1 Intro: Learn basic terms and software functions and how to use the mouse and save documents. Skilled Trainers will give you plenty of hands-on practice opportunities.

Computer Basics 2 Keyboarding: Explore the keyboard and learn special key functions and shortcuts. Practice correcting typing mistakes and entering text into online forms. Access Mavis Beacon and online typing practice.

Computer Basics 3 Internet: Learn to navigate web pages and search for information. You'll learn everything from what the World Wide Web is and how to search for jobs, to using Google Maps to find directions by car or bus.

Computer Basics 4 E-mail: Learn how to organize your account, send professional email messages and attach documents such as your resume and cover letter to send to future employers.

Computer Basics 5 Online Learning: Review all that you've learned in Computer Basics 1 – 4, spending time asking questions and practicing as well as demonstrating your skills by taking the **Computer Certification!**

Computer Certification: Assess your computer proficiency by taking the Northstar Digital Literacy Online Assessment. Pass at 85% and earn a certificate! Show your future employer you have the computer skills they're looking for! Assessments include: Windows, Word, PPT, WWW, Email, Excel and Info Literacy.

Computer Help: Receive individualized help with any of your computer skills questions. Practice typing using Mavis Beacon, access online activities to increase your computer skills or even take the **Computer Certification!**

Excel Basics 1: Learn the basics of how to set up personal budgets, create spreadsheets for business and use basic formulas.

Excel Basics 2: Take your Excel skills to the next level! Learn how to format cells, sort and filter data and much more!

Excel Basics 3: Learn advanced excel operations such as creating pivot tables and removing duplicate data. Demonstrate your mastery of Excel by taking the **Computer Certification!**

Excel Basics 4: Complete this four-part series with guided activities to help you practice the skills you learned in Excel 1-3.

Google Drive: Learn how to easily create, share and edit documents online in this intermediate level workshop.

Job Readiness - Interviewing: Taught by an experienced Employment Specialist, learn how to nail that job interview.

Job Readiness - Job Search: Taught by an experienced Employment Specialist, learn how to make the most of your job search.

Job Readiness - Resume: Taught by an experienced Employment Specialist, learn how to develop a strong resume.

LinkedIn - Learn how to maintain your professional identity with this online networking tool.

PowerPoint Basics 1 & 2: Learn to create professional presentations for employment or education opportunities in this intermediate level workshop. Demonstrate your mastery of PPT by taking the **Computer Certification!**

Word Basics 1: Learn the basics of Microsoft Word. Navigate the toolbar; use Word formatting tools such as bold, center and bullets; save and print files.

Word Basics 2: Build on the basics by learning about the clipboard, setting page layout and using spelling and grammar check.

Word Basics 3: Learn about the features of the Insert Tab. Demonstrate your mastery of Word by taking the **Computer Certification!**

Word Basics 4: Complete this four-part series with guided activities to help you practice the skills you learned in Word 1-3.

Reserve your spot now!

**Call 612.455.5300 or
stop by the PPL Career Center
to sign up for classes!**

**Please arrive at least 15 minutes
before your first workshop to
complete our one-time PPL
application.**