



December 2020 • Access Program Online Workshops • Descriptions on Page 2

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 PowerPoint Basics 1: 10:00am—12:00pm Word Basics 1: 1:00pm—3:00pm	1 PowerPoint Basics 2: 10:00am—12:00pm Word Basics 2: 1:00pm—3:00pm	2 Fake News: 10:00am—12:00pm Word Basics 3: 1:00pm—3:00pm	3 Word Basics 4: 1:00pm—3:00pm	4
7 Computer Basics 1: Intro 10:00am—12:00pm *Excel Basics 1: 1:00pm—3:00pm	8 Computer Basics 2: Keyboarding 10:00am—12:00pm *Excel Basics 2: 1:00pm—3:00pm	9 Computer Basics 3: Internet 10:00am—12:00pm *Excel Basics 3: 1:00pm—3:00pm	10 Computer Basics 4: Email 10:00am—12:00pm *Excel Basics 4: 1:00pm—3:00pm	11 Computer Basics 5: Online Learning 10:00am—12:00pm
14 Job Searching 10:00am—12:00pm Google Drive 10:00am—12:00pm Customer Service 1 1:00pm—3:00pm Android Phone: 1:00pm—3:00pm	15 Cover Letter & Resume Writing 10:00am—12:00pm Customer Service 2 1:00pm—3:00pm	16 Interviewing 10:00am—12:00pm Customer Service 3 1:00pm—3:00pm Money Management: 1:00pm—3:00pm	17 Video Conferencing & Scheduling: 10:00am—12:00pm Credit 101: 1:00pm—3:00pm	18
21 LinkedIn: 1:00pm—3:00pm	22	23	24 PPL Closed	25 PPL Closed
28	29	30	31	1

To register for workshops you must attend an Information Session.

Visit <https://www.ppl-inc.org/free-workshops> for more information.

*Must have strong computer skills to attend this workshop.



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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!**

Cover Letter & Resume Writing: Learn about the process of writing a cover letter and resume, strategies, best practices, and determine which style best suits you.

Credit 101: Learn the difference between a credit report and credit score, and why the two are important. This workshop is a good fit for you if you have no credit history and want to start building a strong credit profile or if you already have credit and want to learn how to manage debt and increase your credit score.

Customer Service Series: Customer service skills are important for every job. Excellent customer service turns into positive word-of-mouth! In this three-part series, learn how to assess and meet customer needs, prepare for gaining customer commitment and the importance of common employability skills.

Excel Basics Series 1-4: In this series, you'll learn the basics of how to set up a spreadsheet, use basic formulas, format cells, and sort and filter data. You'll learn quick tips and shortcuts and even some advanced operations. Guided activities will help you practice your new skills. You'll also demonstrate your mastery of Excel by taking the **Computer Certification!**

Fake News: Fun and interactive, join us to increase your "media literacy" by learning how to critically understand, analyze and

evaluate online content, images and stories.

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

Interviewing: Join us to discuss different types of interviews, share best practices, review commonly asked interview questions, and learn how to use the STAR method and Elevator Speech to master your next job interview.

Job Searching: Join us to learn about useful data tools and best practices to aid in your targeted job search.

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

Money Management: Learn how to create, maintain, and update a personal budget to help you reach your financial goals such as: saving, debt repayment, and sticking to a spending plan.

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!**

Video Conferencing and Scheduling: Learn to use Google applications to set up video conferences for interviewing and meetings. We will also explore using Google calendar to set reminders and organize your life.

Word Basics Series 1-4: In this series, you'll learn the basics of Microsoft Word, such as navigating the toolbar, formatting tools, and how to change the layout and save and print files. You'll learn quick tips and shortcuts with guided activities to help you practice. You'll also demonstrate your mastery of Word by taking the **Computer Certification!**

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