



December 2018 • Workshop descriptions on back

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 _____	4 PPL Learning	5 Center Closed	6 This Week _____	7 _____
10 PPL Career Center Opens at NEW Location! 1021 Franklin Ave Computer Help 1:00pm—3:00pm	11 Word 1 Basic Formatting: 10:00am—12:00pm *Excel 1: Basics 1:00pm—3:00pm	12 Word 2 Clipboard & Spellcheck: 10:00am—12:00pm *Excel 2: Intermediate 1:00pm—3:00pm	13 Word 3 Insert Tab & Assessment: 10:00am—12:00pm *Excel 3: Advanced 1:00pm—3:00pm Resume Workshop: 1:00pm—3:00pm	14
17 Computer Basics 1: Intro 1:00pm—3:00pm	18 *Android Phone: 10:00am—12:00pm Computer Basics 2: Keyboarding 1:00pm—3:00pm	19 *Google Drive: 10:00am—12:00pm Computer Basic 3: Internet 1:00pm—3:00pm	20 PowerPoint Basics 1: 10:00am—12:00pm Computer Basics 4: Email 1:00pm—3:00pm Resume Workshop: 1:00pm—3:00pm	21 PowerPoint Basics 2: 10:00am—12:00pm Computer Basics 5: Online Learning 1:00pm—3:00pm
24 PPL Closed Holiday	25 PPL Closed Holiday	26 *Advanced Internet 1: 1:00pm—3:00pm	27 *Advanced Internet 2: 1:00pm—3:00pm	28
31				

Workshops are held at the PPL Career Center:
1021 E Franklin Avenue in Minneapolis. MTC Buses: #2, #5, #9.

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



Free Computer and Job Readiness Workshops

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Advanced Internet 1 & 2: Learn how to effectively find information online that will help you solve a problem, answer a question, or help accomplish a goal. Demonstrate mastery by taking the **Computer Certification!**

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 as well as 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. You'll even take a typing assessment to see how many words-per-minute you can type, and 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!**

- Basic Computer
- Windows
- Microsoft Word
- PowerPoint
- World Wide Web
- Email
- Excel
- Information Literacy

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:

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!**

A proud partner of the American Job Center network

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

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

Excel 3 Advanced: Learn about creating pivot tables, conditional formatting with formulas, removing duplicate data, creating single graphs or charts as well as a monthly budget/spending plan. Demonstrate your mastery of Excel by taking the **Computer Certification!**

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

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!**

Resume Workshop: Get resume tips and 1:1 help in this workshop.

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

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

Word 3 Insert Tab & Assessment: Finish off the Word series learning about the features of the Insert Tab. Demonstrate your mastery of Word by taking the **Computer Certification!**

Reserve your spot now!
Call 612.455.5300 or
stop by the PPL Learning Center
to sign up for classes!