PROJECT FOR PRIDE IN LIVING

Free Computer and Job Readiness Workshops

1021 E Franklin Avenue
Minneapolis, MN 55404
P 612-455-5300 F 612-455-5101
www.ppl-inc.org

February 2019 • Workshop descriptions on back

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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4 **Computer Basics 1: Intro** 10:00am—12:00pm ***Excel 1: Basics** 1:00pm—3:00pm	5 **Computer Basics 2: Keyboarding** 10:00am—12:00pm ***Excel 2: Intermediate** 1:00pm—3:00pm	6 **Computer Basic 3: Internet** 10:00am—12:00pm ***Excel 3: Advanced** 1:00pm—3:00pm	7 **Computer Basics 4: Email** 10:00am—12:00pm ***Android Phone** 1:00pm—3:00pm	8 **Computer Basics 5: Online Learning** 10:00am—12:00pm
11 **Computer Help** 1:00pm—3:00pm	12 **Word 1 Basic Formatting:** 10:00am—12:00pm **Job Readiness: Resume** 1:00pm—3:00pm	13 **Word 2 Clipboard & Spellcheck:** 10:00am—12:00pm **Job Readiness: Job Search** 1:00pm—3:00pm	14 **Word 3 Insert Tab & Assessment:** 10:00am—12:00pm **Job Readiness: Interviewing** 1:00pm—3:00pm	15
18 **Computer Basics 1: Intro** 1:00pm—3:00pm	19 **Job Readiness: Resume** 10:00am—12:00pm **Computer Basics 2: Keyboarding** 1:00pm—3:00pm	20 **LinkedIn:** 10:00am—12:00pm **Computer Basic 3: Internet** 1:00pm—3:00pm	21 **Computer Basics 4: Email** 1:00pm—3:00pm	22 **Computer Basics 5: Online Learning** 1:00pm—3:00pm
25 ***How to Use the Internet 1:** 10:00am—12:00pm **Computer Help** 1:00pm—3:00pm	26 ***How to Use the Internet 2:** 10:00am—12:00pm **PowerPoint Basics 1:** 1:00pm—3:00pm	27 ***Google Drive** 10:00am—12:00pm **PowerPoint Basics 2:** 1:00pm—3:00pm	28	

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:

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

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Excel 3 Advanced: Learn advanced excel operations such as creating pivot tables, removing duplicate data and creating spark lines. Practice by creating a personal annual budget. 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.

How to Use the 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!**

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

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

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

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 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 Career Center
to sign up for classes!