

**February 2021 • Access Program Online Workshops • Descriptions on Page 2**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 <b>*Excel Basics 1</b> 10:00am—12:00pm  <b>Word Basics 1</b> 1:00pm—3:00pm	2 <b>*Excel Basics 2</b> 10:00am—12:00pm  <b>Word Basics 2</b> 1:00pm—3:00pm	3 <b>*Excel Basics 3</b> 10:00am—12:00pm  <b>Word Basics 3</b> 1:00pm—3:00pm	4 <b>*Excel Basics 4</b> 10:00am—12:00pm  <b>Word Basics 4</b> 1:00pm—3:00pm	5
8 <b>Customer Service 1</b> 10:00am—12:00pm  <b>Job Searching</b> 1:00pm—3:00pm	9 <b>Customer Service 2</b> 10:00am—12:00pm  <b>Cover Letter &amp; Resume Writing</b> 1:00pm—3:00pm	10 <b>Customer Service 3</b> 10:00am—12:00pm  <b>Interviewing</b> 1:00pm—3:00pm	11 <b>Google Drive</b> 10:00am—12:00pm	12 <b>Android Phone</b> 10:00am—12:00pm
15 <b>LinkedIn</b> 10:00am—12:00pm  <b>PowerPoint Basics 1</b> 1:00pm—3:00pm	16  <b>PowerPoint Basics 2</b> 1:00pm—3:00pm	17	18 <b>Video Conferencing &amp; Scheduling</b> 10:00am—12:00pm  <b>Fake News</b> 1:00pm—3:00pm	19
22 <b>Computer Basics 1: Intro</b> 10:00am—12:00pm  <b>Money Management</b> 10:00am—12:00pm	23 <b>Computer Basics 2: Keyboarding</b> 10:00am—12:00pm  <b>Credit 101</b> 10:00am—12:00pm	24 <b>Computer Basics 3: Internet</b> 10:00am—12:00pm	25 <b>Computer Basics 4: Email</b> 10:00am—12:00pm	26 <b>Computer Basics 5: Online Learning</b> 10:00am—12:00pm
1	2	3	4	5

**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.

## February 2021 • Workshop Descriptions

**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!**

### To Register:

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