

Free Computer and Job Readiness Workshops

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4 PPL Closed Holiday	5
8 Computer Basics 1: Intro 10:00am—12:00pm PowerPoint Basics 1: 1:00pm—3:00pm	9 Computer Basics 2: Keyboarding 10:00am—12:00pm PowerPoint Basics 2: 1:00pm—3:00pm	10 Computer Basic 3: Internet 10:00am—12:00pm Android Phone 1:00pm—3:00pm	11 Computer Basics 4: Email 10:00am—12:00pm Computer Basics 5: Online Learning 1:00pm—3:00pm	12
15 Word 1 Basic Formatting: 10:00am—12:00pm Computer Help 1:00pm—3:00pm	16 Word 2 Clipboard & Spellcheck: 10:00am—12:00pm Job Readiness: Resume 1:00pm—3:00pm	17 Word 3 Insert Tab & Assessment: 10:00am—12:00pm Job Readiness: Job Search 1:00pm—3:00pm	18 Word 4 Practice: 10:00am—12:00pm Job Readiness: Interviewing 1:00pm—3:00pm	19
22 *Excel 1: Basics 10:00am—12:00pm Computer Basics 1: Intro 1:00pm—3:00pm	23 *Excel 2: Intermediate 10:00am—12:00pm Computer Basics 2: Keyboarding 1:00pm—3:00pm	24 *Excel 3: Advanced 10:00am—12:00pm Computer Basic 3: Internet 1:00pm—3:00pm	25 *Excel 4: Practice 10:00am—12:00pm Computer Basics 4: Email 1:00pm—3:00pm	26 Computer Basics 5: Online Learning 10:00am—12:00pm
29 Job Readiness: Resume 10:00am—12:00pm Computer Help 1:00pm—3:00pm	30 Job Readiness: Job Search 10:00am—12:00pm LinkedIn: 1:00pm—3:00pm	31 Job Readiness: Interviewing 10:00am—12:00pm Google Drive 1:00pm—3:00pm		

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

Excel 4 Practice: 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 - 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!**

Word 4 Practice: 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!