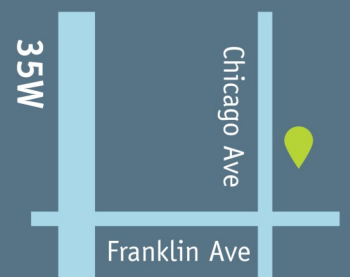


September 2018 • Workshop descriptions on back

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 PPL Closed Labor Day	4	5	6 Job Readiness: Job Search & Interview 1:00pm—3:00pm	7
10	11	12	13 Job Readiness: Leadership 1:00pm—3:00pm	14
17 1:1 Computer Help: 1:00pm—3:00pm	18	19	20 Job Readiness: Setting Goals 1:00pm—3:00pm	21
24 Computer Basics 1: Intro 1:00pm—3:00pm	25 Computer Basics 2: Keyboarding 1:00pm—3:00pm	26 Computer Basic 3: Internet 1:00pm—3:00pm	27 Computer Basics 4: Email 1:00pm—3:00pm Job Readiness: Finding Your Strengths 1:00pm—3:00pm	28 Computer Basics 5: Online Learning 1:00pm—3:00pm

Workshops are held at the PPL Learning Center:
 1925 Chicago 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

September 2018 • Workshop descriptions

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!**

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.

Job Readiness Series: In this series, we'll discuss different topics that will help you in your job search and readiness. Led by our Employment Navigators, topics include: leadership, goals, empowerment, resume, cover letter, interviewing and more! Gain the confidence and skills to interview well, get the job and increase your job performance.

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!**

Look for a fuller workshop calendar to come in October!

Reserve your spot now!

**Call 612.455.5300 or
stop by the PPL Learning Center
to sign up for classes!**