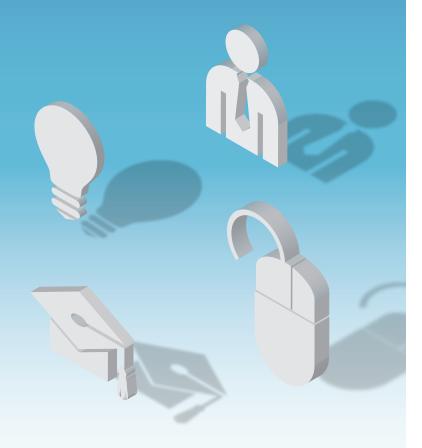
# Computer Skills Training



Offering computer workshops to create more job opportunities.

And we do it for FREE.



# **Learn & Earn**

Don't let poor computer skills prevent your job prospects. Register for all of the following or just take the workshops you need:

### Internet & Email

The workshop provides an overview of various web-related and email-related tasks. Learn how to navigate the address bar, understand hyperlinks, bookmark, send and receive email, open and send attachments, create address groups and organize messages.

## **Basic Keyboarding (Typing)**

Knowing how to type can increase your productivity during your job search and on the job. The following concepts will be covered in class:

- Basic typing position
- Key stroking, spacing and return
- Home-row identification and use
- Top-row identification and use
- Bottom-row identification and use
- Number and symbol key identification and use
- · Shift key identification and use
- Backspace and enter key identification and use
- · Caps lock and tab key identification and use

# Computer Basics, Microsoft® Word I & II

This workshop covers the basics to navigating the computer and the fundamentals of using Word 2007. Basics include: using the mouse, the cursor, the desktop and taskbar; word processing; how to create, save, edit and print; and managing files.

## Basics of Microsoft® Excel

Learn the basics of working with electronic spreadsheets. An The workshop includes: entering and editing data, using simple formulas and creating data charts.

### **IowaWORKS**

Lower Level Lindale Mall - Cedar Rapids

Workshop Hours: 9 a.m. to noon

Please contact us for dates and to sign up. Email: skillstoemployment@kirkwood.edu

Call: 319-365-9474 x31188

lowa*WORKS*