

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

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