WELCOME TO DIGITAL JOB SEARCH

WORKSHOP DAY ONE

"The key goal of the class is to be able to make a document, then send it as an attachment using email."

OVERVIEW

CLASS TIME

This workshop will run Monday to Friday.

There will be an Zoom class from 1 PM to approximately 2:00 PM followed by work time/homework component.

Class Hours: 1:00 PM - 4:00 PM

There is one main assignment do on the last class.

OVERVIEW: TODAY

Overview of the Workshop

☑ Each Class

☑ Expectations

☑ Workshops

Windows and Folders

☑ Basic Tasks in the GUI

The Browser

☑ Windows Internet Explorer

OVERVIEW: DAY TWO

Windows and Folders

☑ Basic Tasks in the GUI

Webmail Accounts

☑ Username and Password

☑ Sending, Receiving, and Composing a Message

☑ Send me a Message!

Web Search for Job Leads

Introduction to Word Processing

Overview: Day Three

How to Search

Webmail

Cloud Storage

Word and Cover letters

Saving a File

Overview: Day Four

More Word and Cover Letters

Print Preview

Print Dialog Box
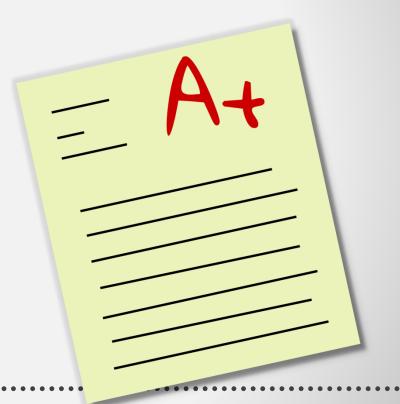
The Clipboard Functions

Adding attachments

Uploading vs Downloading files

Overview: Day Five

Job Scams

Application Forms

Wrap-up

Digital Job Search

EXPECTATIONS, REGULATIONS, ETC.

OVERVIEW: EXPECTATIONS

Honest effort.

Be prepared.

Though attendance is recorded, success is based on performance.

DIGITAL LITERACY WORKSHOPS

Computer Workshops

Introduction to Computers

☑ Prerequisite: none.

Digital Job Search *+Online Edition*

☑ Prerequisite: Introduction to Computers if needed.

Computer Workshops

Word Basics *+Online Edition*

☑ Prerequisite: Introduction to Computers/Digital Job Search

Word Intermediate *+Online Edition*

☑ Prerequisite: Word1 with final score of 75% or better.

Computer Workshops

Excel Basics *+Online Edition*

    ☑ Prerequisite: Word1 with a score of 75% or better

Excel Intermediate

    ☑ Prerequisite: Excel1 with a score of 75% or better

GOALS

GOALS

Understand and use the Desktop GUI

Understand web browser interface

Conduct a Search

Access the Internet

Understand and use email

Conduct a job search through a browser

Able to create and format a letter in Word

Able to print preview a document

Able to save a document

Able to use the Clipboard functions
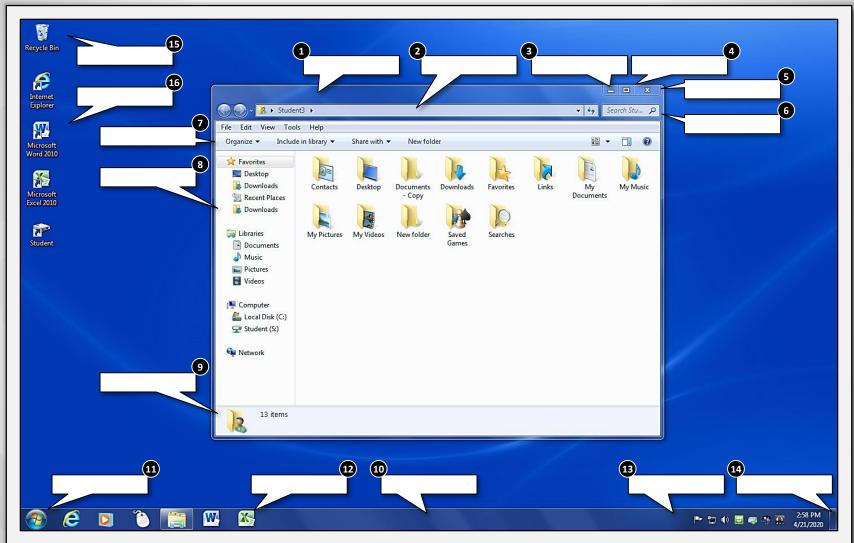
Identifying the Parts

Windows and the Desktop

WINDOWS AND THE DESKTOP

Use the next page to identify parts of the Desktop.

Windows and the Desktop

Common tasks in a Windows environment include:
- ☑ Navigate using the pane
- ☑ Resize a Window
- ☑ Move a Window using the Title bar
- ☑ Resize the Navigation and Details panes
- ☑ Search from a Window
- ☑ Make a new folder and name it
- ☑ Drag-drop items
- ☑ Delete items
- ☑ Rename items
- ☑ Close/open window

THE WEB BROWSER

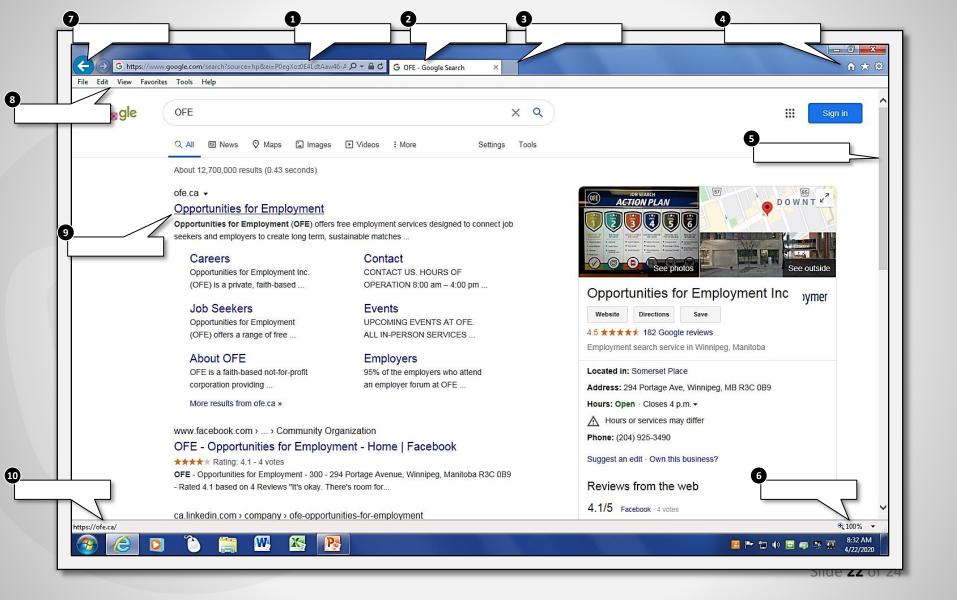The Web Browser – Use the hand out page to identify parts of the Browser.

Popular Browsers:

- ☑ MS Internet Explorer
- ☑ Mozilla Firefox
- ☑ Opera
- ☑ Apple Safari

What's a Search Engine?

Use the next page to identify the Browser parts.

Q&A

1. What is a GUI?
2. What is a Shortcut Key?
3. Opinion: What is the best web browser?
4. What is Cloud Storage?

Notes:

Windows and Folders

    Basic Tasks in the GUI

Webmail Accounts

    Username and Password

    Sending, Receiving, and Composing a Message

    Send me a Message!

Web Search for Job Leads

Introduction to Word Processing

TOMORROW