

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

OFE

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

OFE

Overview of the Workshop

- ✓ Each Class
- ✓ Expectations
- ✓ Workshops

Windows and Folders

- ✓ Basic Tasks in the GUI

The Browser

- ✓ Windows Internet Explorer



OVERVIEW: DAY TWO

OFE

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

OFE

How to Search

Webmail

Cloud Storage

Word and Cover letters

Saving a File



OVERVIEW: DAY FOUR

OFE

More Word and Cover Letters

Print Preview

Print Dialog Box

The Clipboard Functions

Adding attachments

Uploading vs Downloading files



OVERVIEW: DAY FIVE

OFE

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

OFE

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

OFE

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



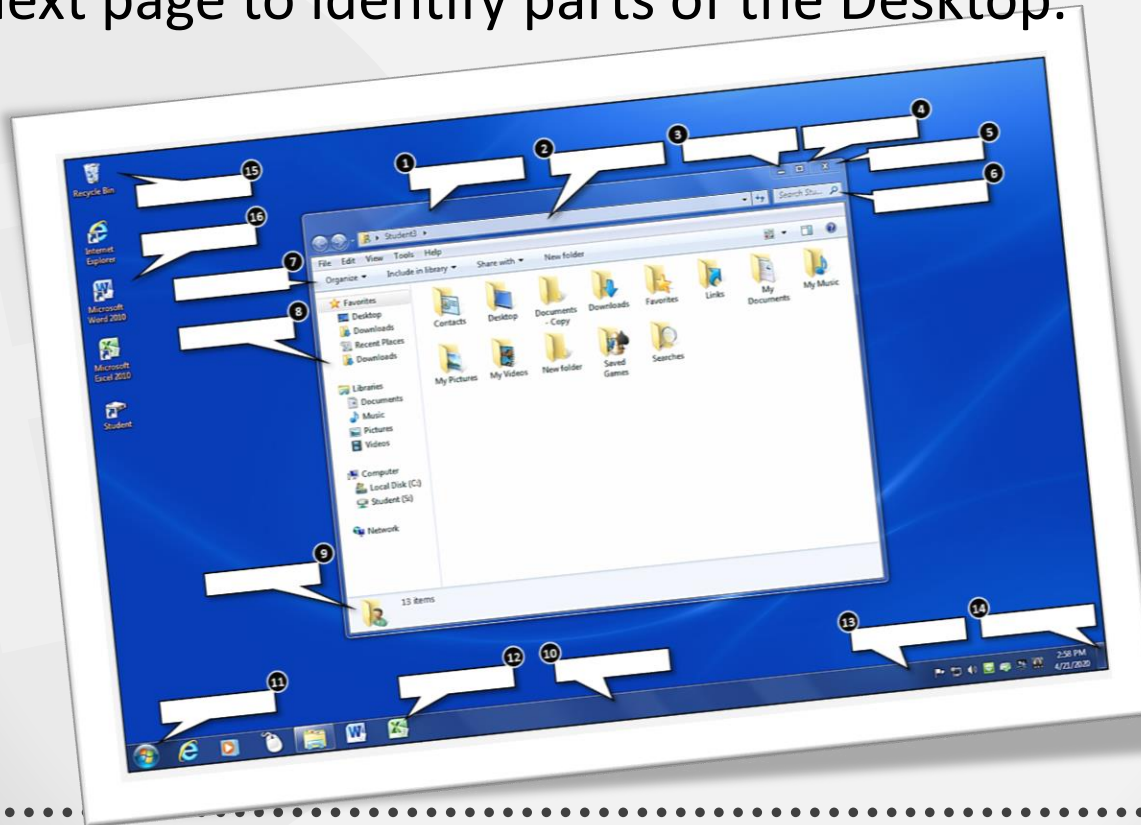
Identifying the Parts

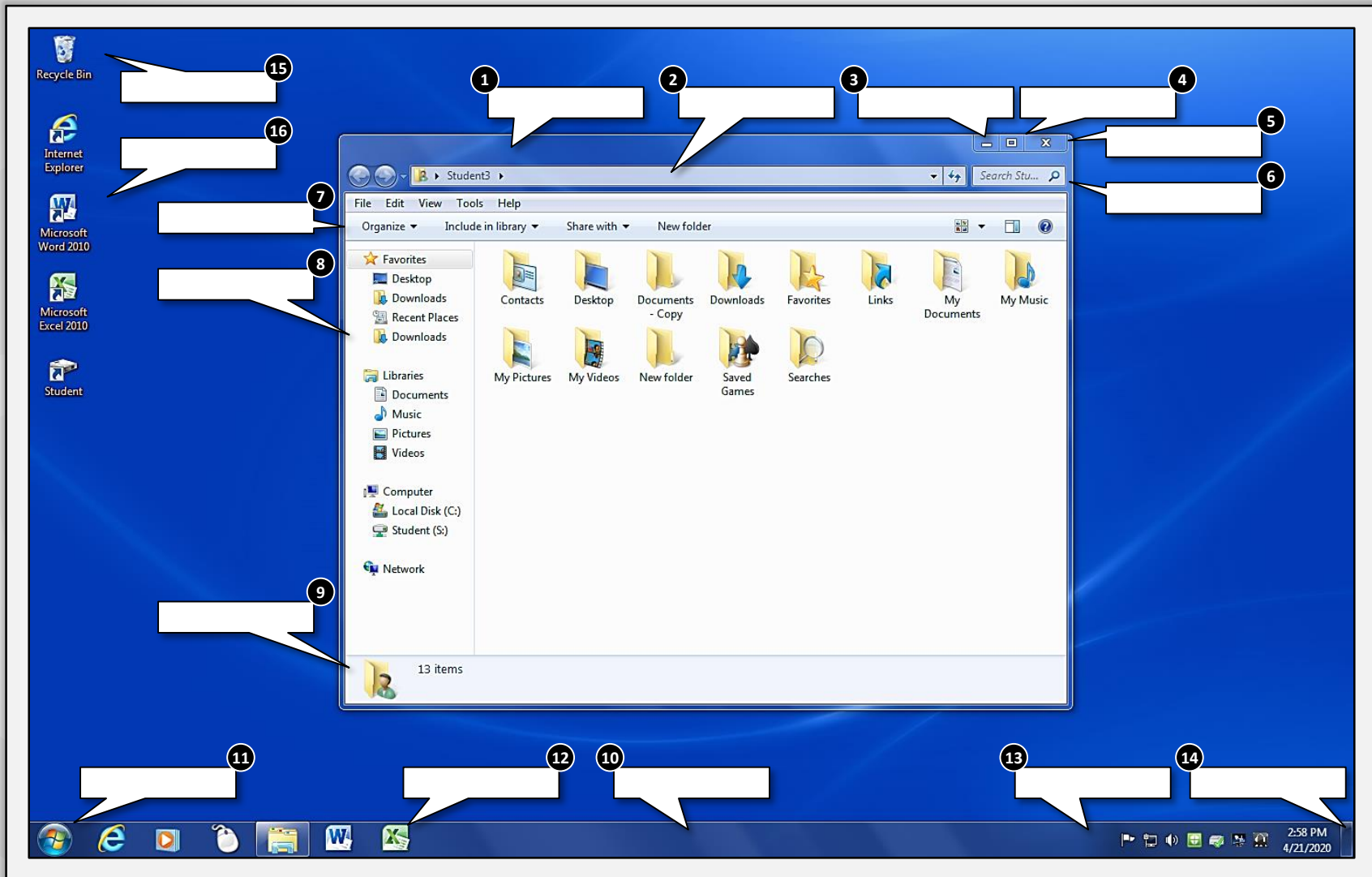
WINDOWS AND THE DESKTOP

WINDOWS AND THE DESKTOP

OFE

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

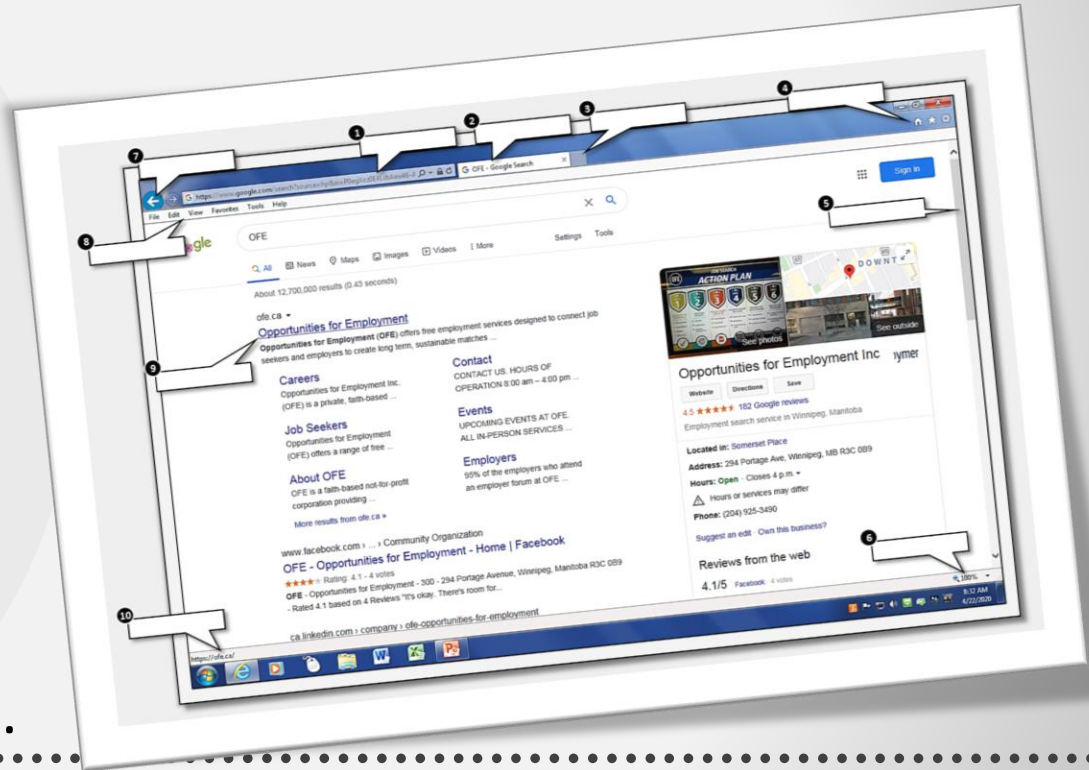
The Web Browser – Use the hand out page to identify parts of the Browser.

Popular Browsers:

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

What's a Search Engine?

Use the next page to identify the Browser parts.



7

1

2

3

4

8

9

10

5

6

The screenshot shows a Google search for 'OFE' in a Chrome browser. The address bar (1) shows the search URL. The search bar (2) contains 'OFE'. The search results (3) show 'OFE - Opportunities for Employment' as the top result. The right sidebar (4) displays a Google Business Profile for 'Opportunities for Employment Inc.' with a map, photos, and contact information. The bottom of the page (5) shows the Windows taskbar with various application icons. Numbered callouts highlight specific elements: 1 points to the address bar, 2 to the search bar, 3 to the search results, 4 to the right sidebar, 5 to the Windows taskbar, 6 to the 'Reviews from the web' section, 7 to the browser window title bar, 8 to the Google logo, 9 to the 'Opportunities for Employment' link, and 10 to the Windows taskbar.

https://www.google.com/search?source=hp&ei=P0egXoz0E4LdtAaw46-A

OFE - Google Search

File Edit View Favorites Tools Help

8

Google

OFE

All News Maps Images Videos More Settings Tools

About 12,700,000 results (0.43 seconds)

ofe.ca ▾

Opportunities for Employment

Opportunities for Employment (OFE) offers free employment services designed to connect job seekers and employers to create long term, sustainable matches ...

Careers

Opportunities for Employment Inc.
(OFE) is a private, faith-based ...

Job Seekers

Opportunities for Employment
(OFE) offers a range of free ...

About OFE

OFE is a faith-based not-for-profit corporation providing ...

Contact

CONTACT US. HOURS OF OPERATION 8:00 am – 4:00 pm ...

Events

UPCOMING EVENTS AT OFE.
ALL IN-PERSON SERVICES ...

Employers

95% of the employers who attend an employer forum at OFE ...

More results from ofe.ca »

www.facebook.com > ... > Community Organization

OFE - Opportunities for Employment - Home | Facebook

★★★★★ Rating: 4.1 - 4 votes

OFE - Opportunities for Employment - 300 - 294 Portage Avenue, Winnipeg, Manitoba R3C 0B9

- Rated 4.1 based on 4 Reviews "It's okay. There's room for..."

ca.linkedin.com > company > ofe-opportunities-for-employment

https://ofe.ca/

10

5

6

Opportunities for Employment Inc. ymer

Website Directions Save

4.5 ★★★★★ 182 Google reviews

Employment search service in Winnipeg, Manitoba

Located in: Somerset Place

Address: 294 Portage Ave, Winnipeg, MB R3C 0B9

Hours: Open · Closes 4 p.m. ▾

⚠ Hours or services may differ

Phone: (204) 925-3490

Suggest an edit · Own this business?

Reviews from the web

4.1/5 Facebook · 4 votes

100%

8:32 AM
4/22/2020

Q&A

OFE

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!

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TOMORROW