

# BASIC COMPUTER SKILLS WORKSHOPS

EVERY OTHER **WEDNESDAY** | 9AM - 11AM

*Dates subject to change due to holiday schedules.*

## ROTATING SCHEDULE STARTING 10/1/23: WINDOWS, EXCEL, WORD, KEYBOARDING, AND EFFECTIVE INTERNET TOOLS

Computers have changed the job market, and not only for computer programmers but for all job seekers. Many jobs require computer skills like using spreadsheets and word processors. **Without computer skills, your job choices are much more limited.** Let us help you! We offer a variety of workshops for computer skills at all of our service centers!

### KEYBOARDING

Type your way into a new career! Learn to navigate a computer keyboard and be able to effectively use it. Explore the different shortcuts and practice typing for the workplace and beyond.

### EFFECTIVE INTERNET TOOLS

Basic computer skills are necessary in any workplace! Learn simple computer navigation using a browser, creating bookmarks, maximizing search engine use and more! Beginners are welcomed to come learn simple computer navigation.

### EMAILING ESSENTIALS

Need help creating an email address? Sometimes using email can be overwhelming and confusing! Learn basic email practices, etiquette, attaching documents and more at this beginner's workshop!

### MICROSOFT WINDOWS

Basic knowledge of Microsoft Windows and computer functions are a necessary part of today's world of work. This workshop will review basic computer settings, setting up a new device, security, creating and maintaining files and much more.

### MICROSOFT EXCEL

If you are new to using Microsoft Excel, or you'd just like to brush up on the basics – this workshop is for you! Learn Excel terminology, formatting and modifying worksheets, using functions and more!

### MICROSOFT WORD

If you are new to using Microsoft Word, or you'd just like to brush up on the basics – this workshop is for you! Learn how to format text, manage documents, format letters and more!

## CAN COUNT AS A UIA WORK SEARCH REQUIREMENT

READY TO **REBOOT** YOUR  
EXPERIENCE? SWING BY OUR  
**Caro Service Center**

1184 Cleaver Rd. Caro, Michigan 48723  
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EVENTS!**

**DUE TO LIMITED SEATING, SIGN UP IN ADVANCE PREFERRED. CALL: 989-673-8103**