LITERACY PITTSBURGH

BETTER LIVES THROUGH LEARNING

April Computer Classes
@ Literacy Pittsburgh Downtown
411 Seventh Avenue, 5th Floor, Pittsburgh, PA 15219

Internet Basics

Master the basics of using the internet. This includes bookmarking, navigating web pages, and internet safety. Gain insight into using keyboard shortcuts and search terms to make searching online for employment and information easier. Critically assess websites to find the best information. Learners may take a NorthStar digital literacy assessment and have an opportunity to earn a certificate. This is an 8-session class. Participants are expected to attend every session.

Tuesdays and Thursdays
2:00 pm - 4:00 pm
April 7, 9, 14, 16, 21, 23, 28, and 30

Touch Typing

Improve your typing speed and accuracy with touch typing. Each class will have a typing-key focus and practice activities. Participants can work at their own pace and typing tests are included to help you measure your progress. Mousing skills and tutorials are included. Participants are expected to attend all three sessions.

Tuesdays
10:00 am - 12:00 pm
April 14, 21, and 28

Open Lab

Open lab is a drop-in time for individual instruction on any basic computer skill. You may get assistance with Northstar Online Learning, Google Applied Digital Skills, Job-Seeking Digital Skills, Signing Up for Online Learning Opportunities, typing club, and more.

Mondays
9:00 am - 12:00 pm

Tuesdays and Thursdays
12:00 pm - 3:00 pm
*No Open Lab on April 2

To sign up, email DigitalPGH@literacypittsburgh.org or call/text 412-983-2595.

April Virtual Computer Classes

Intermediate Google Sheets

This 6-session class is designed for participants who have completed Intro to Google Sheets. Learn and practice using essential Google Sheets features to create and modify spreadsheets, calculate using formulas and functions, use cell references, and sort and filter data. The course will introduce charts to help create visually engaging spreadsheets. Participants will learn about common chart types and the kinds of data they best represent. They will practice inserting charts, using chart tools, and editing chart data in Google Sheets. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
April 6, 8, 13, 15, 20, and 22

Canva for Job Seekers

Learn the basics of using the design platform Canva in this beginner-friendly course. In this two-session workshop, students will learn how to set up a Canva account and navigate and use the website. They will discover templates and create materials to aid in job searching, including resumes, cover letters, business cards, LinkedIn® banners, and more. Participants are expected to attend both sessions.

Thursdays
1:00 pm - 3:00 pm
April 9 and 16

Google Career Certificate Info Session

Google Career Certificates are online, self-paced certification programs that help you gain the skills needed for in demand industries like IT, data analytics, project management, UX design, and more. Courses are beginner-friendly, do not require prior experience, and typically take 3 to 6 months to complete. Attend this information session to learn more about the program and how Literacy Pittsburgh can provide you with a free license to participate. This is a single-session workshop.

Wednesday, April 22
2:00 pm - 3:00 pm

Monday, April 27
10:00 am - 11:00 am

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Google for Beginners: Gmail

Get an overview of Gmail and create a Gmail account. Learn how to check your email, send an email, reply or forward an email. Understand the folders in Gmail including Inbox, Sent Items, Spam, Trash, etc. Identify the basic parts of an email including To, From, CC, BCC, Subject, and Body.

Monday, April 6
1:00 pm - 3:00 pm

Google for Beginners: Google Drive

Learn the basics of Google Drive. Identify what items can be included in a Google Drive, create and manage folders in Drive, and collaborate with others by sharing files and folders with others and changing permissions in Drive. Sign up for a Gmail account during this workshop (if needed).

Monday, April 13
1:00 pm - 3:00 pm

Google for Beginners: Google Calendar

Very beginners will learn how to navigate the Google Calendar. Participants will create a Gmail account (if needed), gain an overview of the calendar viewing options and settings menus, and learn how to create a new meeting, invite people to meetings, and delete a meeting.

Monday, April 20
1:00 pm - 3:00 pm

Google for Beginners: Google Maps

Learn the basics of using Google Maps for directions, researching restaurants/locations, planning public transportation, and more.

Monday, April 27
1:00 pm - 3:00 pm

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April Virtual Computer Classes

Resume Revamp

This workshop reviews basic formatting for resumes and various resume types. Learn how to use strong action words and keywords that will be suitable for Applicant Tracking Systems (ATS).

Monday, April 6
1:00 pm - 3:00 pm

Completing Online Job Applications

Job seekers will gain confidence in filling out online job forms. Learn how to attach your resume and cover letter in various formats as well as learn about required fields.

Wednesday, April 8
1:00 pm - 3:00 pm

LinkedIn® Profile & Network

Create and maintain a professional online presence on LinkedIn's social media platform. Learn how LinkedIn provides a network of professionals to interact with and expand knowledge in their respective professional fields of interest. After creating a LinkedIn profile, students will learn best practices, tools, and strategies for using LinkedIn to build their professional brand.

Monday, April 13
1:00 pm - 3:00 pm

Job Search with Indeed

Learn how to create an Indeed account and navigate the website to search and apply for jobs. Learn how to filter job searches to find a job that suits you. Additionally, receive guidance to create and upload your resume.

Wednesday, April 15
1:00 pm - 3:00 pm

Preparing for a Virtual Job Interview

Gain tips for interviewing for a job on Zoom in a variety of aspects including choosing an appropriate, professional background and lighting. Discuss other aspects to consider well ahead of time such as location, Wi-fi connection, troubleshooting, and more. Additionally, learn about tools you can purchase to make your interview experience the best it can be.

Monday, April 20
1:00 pm - 3:00 pm

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April Computer Classes

PA CareerLink® Pittsburgh
914 Penn Avenue, 6th Floor, Pittsburgh, PA 15222

Intermediate Microsoft Excel

This 6-session class is perfect for those who have completed Introduction to Excel. Participants will learn and practice using fundamental Excel features to create and modify a worksheet, calculate using formulas and functions, and use cell references. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
April 6, 8, 13, 15, 20, and 22

Open Lab

Open lab is a drop-in time for individual instruction on any basic computer skill. You may get assistance with Northstar Online Learning, Google Applied Digital Skills, Job-Seeking Digital Skills, Signing Up for Online Learning Opportunities, typing club, and more.

Mondays and Wednesdays
1:00 pm - 3:30 pm
* No Open Lab on April 20

PA CareerLink® Allegheny East
300 Penn Center Boulevard, Building 3, Floor #8, Pittsburgh, PA 15235

Computer Basics

Total beginners will gain confidence in using a computer for everyday tasks. This class focuses on basic mouse and typing skills, identifying places to store and save files, and trouble-shooting basic computer issues. Learners may take a NorthStar digital literacy assessment and have an opportunity to earn a certificate. This is a 6-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
April 6, 8, 13, 15, 20, and 22

To sign up, email DigitalPGH@literacypittsburgh.org or call/text 412-983-2595.