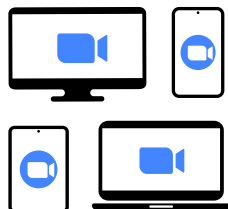




**BETTER
LIVES
THROUGH
LEARNING**

December Computer Classes

**@ Literacy Pittsburgh Downtown
411 Seventh Avenue, 5th Floor,
Pittsburgh, PA 15219**



Introduction to Zoom

Thursday, Dec. 11
1:00 pm - 3:00 pm

Understand the basics of the video meeting program Zoom. Learn how to connect and have a meeting through the virtual video conferencing service.



Digital Skills Orientation

Thursday, Dec. 4
1:00 pm - 3:00 pm

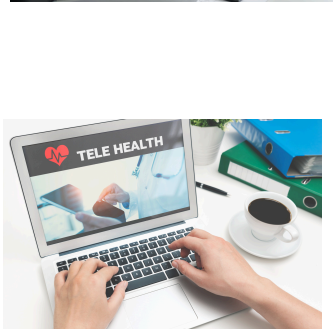
Get started with your digital learning journey! Learn about computer classes and services we offer. Get help signing up for classes. Learn to use Zoom and how to navigate the Literacy Pittsburgh student portal. This is a single-session workshop.

Thursday, Dec. 18
1:00 pm - 3:00 pm

Computer Basics

Tuesdays and Thursdays
9:00 am - 11:00 am
Dec. 2, 4, 9, 11, 16, and 18

Total beginners will gain confidence in using a computer for everyday tasks. Learn basic mouse and typing skills, identify places to store and save files, and trouble-shoot basic computer issues. This is a 6-session class. Participants are expected to attend every session.



Preparing for a Virtual Doctor's Visit

Tuesdays and Thursdays
10:00 am - 12:00 pm
Dec. 4, 9, 11, 16, and 18

Practice connecting to a virtual appointment, identify the features of Zoom like mute/unmute, camera settings, video backgrounds and troubleshooting. Learners can take a Northstar assessment and have the opportunity to earn a certificate. Participants are expected to attend all 5 sessions.

Open Lab

Mondays
9:00 am - 12:00 pm
*No Open Lab on Dec. 22 and 29

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.

Tuesdays and Thursdays
12:00 pm - 3:00 pm
*No Open Lab on Dec. 23, 25,
and 30

This project was financed [in part*] by a grant from the U.S. Department of the Treasury, under the administration of the Commonwealth of Pennsylvania, Pennsylvania Broadband Development Authority.

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



**BETTER
LIVES
THROUGH
LEARNING**

December Virtual Computer Classes

Digital Skills Orientation

Get started with your digital learning journey! In this workshop, you will learn about the different computer classes and services we offer. An instructor will guide you through the process of signing up for classes and give you one-on-one help signing up and completing paperwork. If you are interested in online classes, we will also show you how to use Zoom and how to navigate the Literacy Pittsburgh student portal.

Wednesday, Dec. 17
9:00 am - 11:00 am

Google Docs

Explore Google Docs, a free online word processing program. Learn to use Google docs in a business or school setting. Participants will gain a solid foundation in how to format text, share and collaborate, create lists, insert tables and images, and download files as PDFs. Learners may take a Northstar digital literacy assessment and have an opportunity to earn a certificate. Participants are expected to attend all 6 sessions.

Mondays and Wednesdays
10:00 am - 12:00 pm
Dec. 1, 3, 8, 10, 15, and 17

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.

Tuesday, Dec. 16
12:00 pm - 1:00 pm

Thursday, Dec. 18
10:00 am - 11:00 am

Google
Career
Certificates

Intro to Zoom

Understand the basics of the video meeting program Zoom. Learn how to connect and have a meeting through the virtual video conferencing service. This is a single-session workshop.

Tuesday, Dec. 2
9:00 am - 11:00 am

Tuesday, Dec. 9
9:00 am - 11:00 am

Tuesday, Dec. 16
9:00 am - 11:00 am

Intermediate Microsoft Word

This 6-session class is perfect for those who have completed Introduction to Microsoft Word. Participants will learn how to create various tables from text or from scratch, create headers, footers and breaks and Table of Contents and Index.

Mondays and Wednesdays
1:00 pm - 3:00 pm
Dec. 1, 3, 8, 10, 15, and 17

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

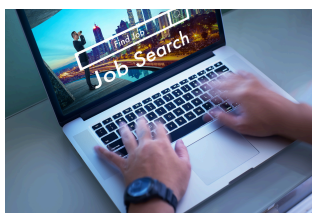
December Virtual Computer Classes



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.

Thursday, Dec. 4
9:00 am - 11:00 am



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.

Thursday, Dec. 11
9:00 am - 11:00 am



Preparing for a Zoom 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.

Thursday, Dec. 18
9:00 am - 11:00 am

Using Email

Learn how to use email including creating an e-mail account, identifying spam, keeping yourself safe online, and e-mail etiquette especially for the job market. Identify appropriate e-mail tools and write e-mails to potential employers. Learners can take a Northstar assessment and have the opportunity to earn a certificate. This is a 6-session class. Participants are expected to attend every session.

Tuesdays and Thursdays
1:00 pm - 3:00 pm
Dec. 2, 4, 9, 11, 16, and 18



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December Computer Classes

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

Intro to Microsoft PowerPoint



PowerPoint is Microsoft's presentation software. Gain an overview of the program features and learn the basics including formatting text, inserting items, using transitions and animations, saving and printing, and PowerPoint etiquette. Take a Northstar assessment 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
Dec. 1, 3, 8, 10, 15, and 17

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 Dec. 22, 24,**
29, and 31

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

December Computer Classes

• **PA CareerLink® Allegheny East**
• **300 Penn Center Blvd BLDG 3, Floor #8, Pittsburgh, PA 15235**

Intro to Microsoft Excel

Excel is Microsoft's spreadsheet software. Gain an overview of the program and learn to use many features of the software to create budgets and other spreadsheets. Additionally, learners will have the opportunity to work on skills like storing and organizing files on the computer. Learners will take a NorthStar assessment and can earn a certificate showing employers they understand the basics of using Excel. This is a 6-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Dec. 1, 3, 8, 10, 15, and 17



Intermediate Microsoft Excel

This 4-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, use cell references, and sort and filter data. Participants are expected to attend every session.

Mondays and Wednesdays
1:00 pm - 3:00 pm
Dec. 8, 10, 15, and 17



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