



**BETTER  
LIVES  
THROUGH  
LEARNING**

# June Computer Classes @ Literacy Pittsburgh Downtown 411 Seventh Avenue, 5<sup>th</sup> Floor, Pittsburgh, PA 15219

## Intro to Microsoft Word



Microsoft Word is a word processing program. Gain an overview of Microsoft Word features including how to change font and alignment, adding bullets and numbers to documents, and other common formatting tasks. Learners will take the NorthStar 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  
June 1, 3, 8, 10, 15, and 17**

## Beginner English Computer Class



For level 1 ESL students. Students will practice the English alphabet, numbers, and symbols on a keyboard. Students will create usernames and strong passwords and access the internet safely. Students will identify the parts of the computer and learn how to turn on and off a computer. Students will practice typing. Students will create basic messages to communicate with their teachers.

**Tuesdays and Thursdays  
1:00 pm - 3:00 pm  
June 2 - July 9**

## 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.

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

## 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  
\*No Open Lab on June 29**

**Tuesdays and Thursdays  
12:00 pm - 3:00 pm  
\*No Open Lab on June 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](mailto:DigitalPGH@literacy.pittsburgh.org) or call/text 412-983-2595.



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# June Virtual Computer Classes



## Intro to Google Sheets

Learn the basics of Google Sheets, a spreadsheet program. Skills covered include entering data, basic formatting, sorting, and simple functions and formulas. This is a 6-session class. Participants are expected to attend every session.

**Mondays and Wednesdays**  
10:00 am - 12:00 pm  
May 4, 6, 11, 13, 18, and 20

## 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.

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

## 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. This is a single-session workshop.

**Wednesday, June 24**  
10:00 am - 12:00 pm

## 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, June 23**  
12:00 pm - 1:00 pm

**Thursday, June 25**  
12:00 pm - 1:00 pm



To sign up, email [DigitalPGH@literacy.pittsburgh.org](mailto:DigitalPGH@literacy.pittsburgh.org) or call/text 412-983-2595.



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# June Virtual Computer Classes

## 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.

**Wednesday, June 3  
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.

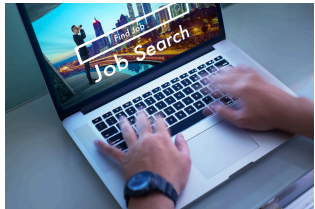
**Wednesday, June 10  
1:00 pm - 3:00 pm**



## 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, June 17  
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.

**Wednesday, June 24  
1:00 pm - 3:00 pm**



To sign up, email [DigitalPGH@literacy.pittsburgh.org](mailto:DigitalPGH@literacy.pittsburgh.org) or call/text 412-983-2595.

# June Virtual Computer Classes

## 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, June 1  
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, June 8  
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, June 15  
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, June 22  
1:00 pm - 3:00 pm

# June Computer Classes

PA CareerLink® Pittsburgh  
914 Penn Avenue, 6<sup>th</sup> Floor, Pittsburgh, PA 15222

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## Intro to Google Sheets

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

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Mondays and Wednesdays  
1:00 pm - 3:30 pm  
\* No Open Lab on June 29



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

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## 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.

Mondays and Wednesdays  
10:00 am - 12:00 pm  
June 1, 3, 8, 10, 15, 17, 22,  
and 24





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# June Computer Classes at Partner Sites

**Penn Hills Library  
1037 Stotler Road, Pittsburgh, PA 15235**

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**Mondays  
1:00 pm - 3:00 pm  
June 1, 8, 15, and 22**



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