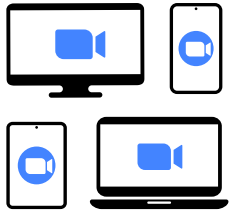




**BETTER
LIVES
THROUGH
LEARNING**

January Computer Classes

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



Introduction 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.

**Tuesday, Jan. 13
9:00 am - 11:00 am**



AI 101 Workshop

Get started with your artificial intelligence journey! Learn how to recognize common AI tools and uses in technology you use daily. Evaluate AI's strengths and weaknesses, and how to engage with AI tools responsibly. Learn about generative AI risks and how to use it safely. This is a single-session workshop.

**Wednesday, Jan. 14
1:00 pm - 3:00 pm**



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 Jan. 5 and 19**

**Tuesdays and Thursdays
12:00 pm - 3:00 pm
*No Open Lab on Jan. 6 and 8**

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
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January 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, Jan. 14
1:00 pm - 3:00 pm

Wednesday, Jan. 21
1:00 pm - 3:00 pm

Wednesday, Jan. 28
1:00 pm - 3:00 pm



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.

Tuesdays and Thursdays
10:00 am - 12:00 pm
Jan. 20, 22, 27, and 29



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, Jan. 13
10:00 am - 11:00 am

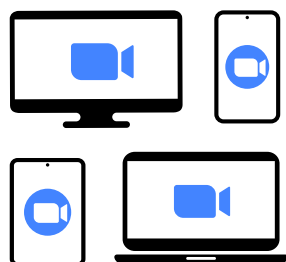
Thursday, Jan. 15
12:00 pm - 1:00 pm



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, Jan. 27
10:00 am - 12:00 pm



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

January 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.

Thursday, Jan. 15
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).

Thursday, Jan. 22
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.

Thursday, Jan. 29
1:00 pm - 3:00 pm



**BETTER
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Pennsylvania
CareerLinkSM
Pittsburgh
A proud partner of the AmericanJobCenter[®] network

January Computer Classes

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

Intro to Windows 11

Gain an overview of Windows 11, an operating system used by many companies. Explore settings and navigate Windows 11 to perform essential tasks, like storing files, moving files, and keeping your computer organized. Learners may take a Northstar assessment and have the opportunity to earn a certificate. This is a 5-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Jan. 12, 14, 21, 26, and 28
***No class on Jan. 19**

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 Jan. 5, 7, and 19**

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

January Computer Classes

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. Learn basic mouse and typing skills, identify places to store and save files, and trouble-shoot basic computer issues. This is a 5-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Jan. 12, 14, 21, 26, and 28
***No class on Jan. 19**

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 5-session class. Participants are expected to attend every session.

Mondays and Wednesdays
1:00 pm - 3:00 pm
Jan. 12, 14, 21, 26, and 28
***No class on Jan. 19**



**BETTER
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THROUGH
LEARNING**



January Computer Classes at Partner Sites

**Carnegie Library of Homestead
510 East 10th Avenue, Munhall, PA 15120**



Computer Basics

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.

**Tuesdays and Thursdays
10:00 am - 12:00 pm
Jan. 13, 15, 20, 22, 27, and 29**

Please contact the library at 412-462-3444 or visit this link to sign up:

<https://live-homestead.pantheonsite.io/event/computer-basics-w-literacy-pittsburgh-3266>

