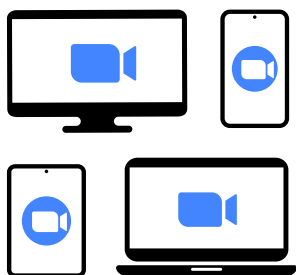




**BETTER
LIVES
THROUGH
LEARNING**

November 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.

**Thursday, Nov. 6
4:00 pm - 5:00 pm**



Digital Skills Orientation

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.

**Thursday, Nov. 13
4:00 pm - 5:00 pm**



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.

**Tuesdays and Thursdays
9:00 am - 11:00 am
Nov. 4, 6, 11, 13, 18, and 20**



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 Nov. 27**

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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November 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, Nov. 5
10:00 am - 12:00 pm**

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
Nov. 3, 5, 10, 12, 17, and 19**

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.

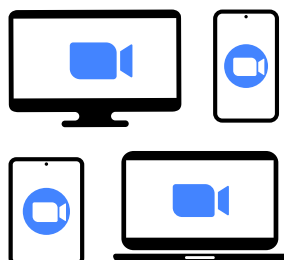
**Thursday, Nov. 6
10:00 am - 11:00 am**

**Thursday, Nov. 20
1:00 pm - 2:00 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.

**Wednesday, Nov. 12
10:00 am - 12:00 pm**



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

November Virtual Computer Classes

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
Nov. 3, 5, 10, 12, 17, and 19

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.

Tuesday, Nov. 4
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.

Tuesday, Nov. 11
1:00 pm - 3:00 pm



**BETTER
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November Virtual Computer Classes



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.

**Tuesday, Nov. 18
1:00 pm - 3:00 pm**



Email in the Workplace

Practice writing common workplace emails. Instruction includes a review of email basics, email etiquette, and multiple opportunities to draft practice messages for common workplace scenarios including requesting time off, meeting follow-up, and thank you messages. This is 3-session class, with some work expected outside of class time. Participants are expected to attend every session and upon successful completion will earn a Google Applied Digital Skills Certificate.

**Thursdays
1:00 pm - 3:00 pm
Nov. 6, 13, and 20**

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



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

November Computer Classes

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

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
Nov. 3, 5, 10, 12, 17, and 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 Nov. 26**

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



**BETTER
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November Classes Partner Sites

CCAC Homewood-Brushton Center
701 N. Homewood Avenue, Pittsburgh, PA 15208

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 troubleshooting 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.

Tuesdays and Thursdays
9:00 am - 11:00 am
Nov. 4, 6, 11, 13, 18, and 20

Internet Basics

Master the basics of using the internet. Navigate and bookmark web pages safely. Learn keyboard shortcuts and search terms to make searching online for employment and information easier. Critically assess websites to find the best information. This is a 6-session class. Participants are expected to attend every session.

Tuesdays and Thursdays
1:00 pm - 3:00 pm
Nov. 4, 6, 11, 13, 18, and 20

Penn Hills Library
1037 Stotler Road, Pittsburgh, PA 15235

iPhones 101

Need help using your iPhone? Attend this one-hour workshop for one-on-one technology assistance.

Thursday, Nov. 6
1:00 pm - 2:00 pm

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