



**BETTER
LIVES
THROUGH
LEARNING**

October Computer Classes

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

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.

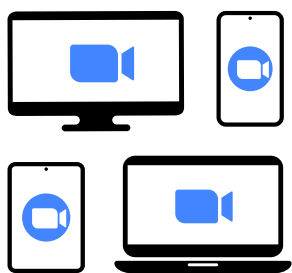
**Tuesdays and Thursdays
1:00 pm - 3:00 pm
Oct. 6, 8, 15, 20, 22, and 29
*No class on Oct. 13 and 27**

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, Oct. 7
1:00 pm - 3:00 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, Oct. 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**

**Tuesdays and Thursdays
12:00 pm - 3:00 pm**

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.



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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.

Tuesday, Oct. 6
10:00 am - 12:00 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).

Tuesday, Oct. 13
10:00 am - 12:00 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.

Tuesday, Oct. 20
10:00 am - 12:00 pm



Google for Beginners: Google Maps

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

Tuesday, Oct. 27
10:00 am - 12:00 pm

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October Virtual Computer Classes

Canva for Jobseekers



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.

**Tuesday and Thursday
9:30 am - 11:30 am
Oct. 6 and 8**

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
10:00 am - 12:00 pm
Oct. 6, 8, 13, 15, 20, and 22**

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
Oct. 5, 7, 12, 14, 19, and 21**

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
1:00 pm - 3:00 pm
Oct. 5, 7, 12, 14, 19, and 21**

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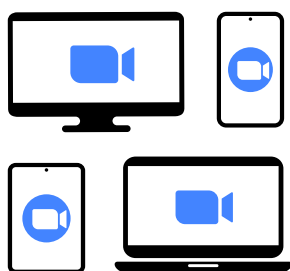


Google Career Certificate Info Session

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.

Tuesday, Oct. 13
1:00 pm - 2:00 pm

Thursday, Oct. 29
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.

Thursday, Oct. 15
2:00 pm - 4:00 pm



Intro to 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.

Tuesday, Oct. 20
1:00 pm - 3:00 pm



Avoiding Frauds and Scams

This interactive workshop teaches you to spot the psychological tricks scammers use, like urgency, fake authority, and secrecy, and recognize common scams involving texts, calls, email, romance, jobs, and prizes. You'll learn methods for protecting yourself. The workshop will also cover practical steps to take if you've already fallen for a scam. Leave with confidence, real-world tips, and a handout of resources to keep you and your loved ones safe.

Thursday, Oct. 22
2:00 pm - 4:00 pm

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



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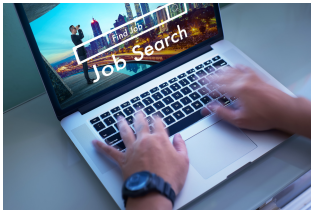
October Virtual Computer Classes



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.

Tuesday, Oct. 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.

Thursday, Oct. 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.

Thursday, Oct. 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.

Tuesday, Oct. 20
1:00 pm - 3:00 pm

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October Computer Classes

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



Intro to 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
Oct. 5, 7, 12, 14, 19, and 21

Open Lab

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Mondays and Wednesdays
1:00 pm - 3:30 pm
***No Open Lab on Oct. 26 and 28**



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

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
9:00 am - 11:00 am
Oct. 5, 7, 12, 14, 21, and 26
***No class on Oct. 19**



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



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October Computer Classes at Partner Sites

**Employment Advancement and Retention Network (EARN)
2 Duquesne Plaza, 99 Duquesne Boulevard, Duquesne, PA 15110**

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.

**Wednesday, Oct. 28
10:00 am - 12:00 pm**

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