



Free Computer Classes

LinkedIn

Intro - Learn about this amazing social networking site and how it can help you find your next job.

Workshop* - Learn to create a profile or enhance your current one.

Computer Basics

Computer Basics I—Learn the parts of a computer, how to use the mouse and keyboard, browse the Internet and create an email account.

Computer Basics 2—Learn about using the Internet to conduct a job search, and completing online applications.

Point of Sales (POS) - A hands-on class to help you become familiar with a POS system. Training also includes customer service and cash handling best practices.

Microsoft Office

Intro to Outlook* - Learn about sending, receiving, managing and organizing emails, as well as managing contacts and calendars.

Intro to PowerPoint* - Learn how to create a basic PowerPoint presentation. This includes creating slides, applying transitions and themes, shapes, objects and other functionalities.

Intro to Word 1*—Learn the basics: how to create and edit a document and use formatting, modifying, spacing and lines.

Intro to Word 2*—Continue to become familiar with Word by learning about tables, WordArt, clip art and pictures.

Intro to Excel 1*— Introduction to Excel including cell basics, columns, rows, creating formulas and basic functions.

Intro to Excel 2*— Expand your Excel knowledge and learn about creating a spreadsheet, sorting, outlining and filtering, data, and formatting tables.

**Basic computer skills required*