



**BETTER
LIVES
THROUGH
LEARNING**

August 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
Aug. 4, 6, 11, 13, 18,
and 20

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 a 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.

Tuesdays
10:00 am - 12:00 pm
Aug. 4, 11, 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
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@literacypittsburgh.org or call/text 412-983-2595.



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

Mondays and Wednesdays
1:00 pm - 3:00 pm
Aug. 3, 5, 10, 12, and 17

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
10:00 am - 12:00 pm
Aug. 4, 6, 11, 13, 18, and 20

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
Aug. 4, 6, 11, 13, 18, and 20

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.

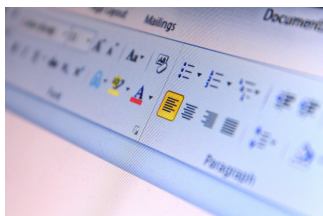
Tuesdays and Thursdays
10:00 am - 12:00 pm
Aug. 4, 6, 11, 13, 18, and 20

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August Virtual Computer Classes



Intermediate Microsoft Word

This 6-session class is perfect for those who have completed Introduction to Microsoft Word. Participants will learn how to create various tables from text or from scratch, create headers, footers and breaks and Table of Contents and Index.

**Tuesdays and Thursdays
1:30 pm - 3:30 pm
Aug. 4, 6, 11, 13, 20, and 25
*No class on Aug. 18**



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, Aug. 4
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, Aug. 6
1:00 pm - 3:00 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, Aug. 11
1:00 pm - 2:00 pm**

**Monday, Aug. 24
10:00 am - 11:00 am**

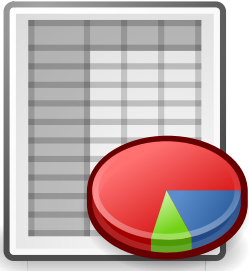
**Google
Career
Certificates**

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August Virtual Computer Classes



Excel Charts

Get started with charts to create visually interesting worksheets! Understand basic chart types and what types of data they best represent. Learn to insert charts, use chart tools, and edit chart data.

Wednesday, Aug. 12
10:00 am - 12:00 pm



Avoiding Fraud 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, Aug. 13
1:00 pm - 3:00 pm

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.

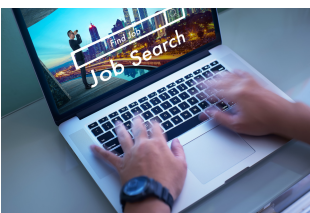
Thursday, Aug. 20
4:00 pm - 6:00 pm



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.

Tuesday, Aug. 25
10:00 am - 12:00 pm



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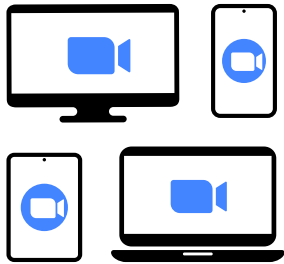
August Virtual Computer Classes

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, Aug. 25
2:00 pm - 4:00 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.

Thursday, Aug. 27
10:00 am - 12:00 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.

Thursday, Aug. 27
2:00 pm - 4:00 pm



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A proud partner of the **AmericanJobCenter** network

Pennsylvania
CareerLinkSM
Pittsburgh

August Computer Classes

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

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 an 8-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Aug. 3, 5, 10, 12, 17, 19, 24,
and 26



Open Lab

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Mondays and Wednesdays
1:00 pm - 3:30 pm



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

Intro to Windows

Gain an overview of Windows, an operating system used by many companies. Explore settings and navigate Windows 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 6-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
Aug. 3, 5, 10, 12, 17, and 19



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
1:00 pm - 3:00 pm
Aug. 3, 5, 10, 12, 17, and 19



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August Partner Site

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

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**Wednesday, Aug. 26
10:00 am - 12:00 pm**

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