



**BETTER
LIVES
THROUGH
LEARNING**

March Computer Classes

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

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.

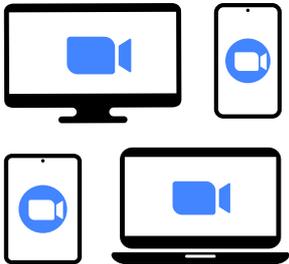
Monday, March 2
1:00 pm - 3:00 pm



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.

Tuesday, March 3
10:00 am - 12:00 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 March 30

Tuesdays and Thursdays
12:00 pm - 3:00 pm
*No Open Lab on March 31



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



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March Virtual Computer Classes

Internet 2.0 – Beyond the Basics

Learn to find and check information online. Practice better web searching and evaluate if websites are accurate, up-to-date, and trustworthy. Understand how social media affects the news you see through filter bubbles, echo chambers, and fake news. Learn about online advertising like sponsored content, clickbait, and targeted ads. Build skills to spot ads, judge online content, and make smarter choices on the web and social media. Learn how to change privacy settings if desired. This is a 6-session class. Participants are expected to attend every session.



**Mondays and Wednesdays
10:00 am - 12:00 pm
March 2, 4, 9, 11, 16, and 18**

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
March 2, 4, 9, 11, 16, and 18**

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
March 5, 10, 12, 17, 19,
and 26
*No class on March 24**

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.



**Monday, March 23
10:00 am - 11:00 am**

**Wednesday, March 25
3:00 pm - 4:00 pm**

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March 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.

Wednesday, March 4
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.

Wednesday, March 11
2:00 pm - 4:00 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.

Wednesday, March 18
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.

Wednesday, March 25
10:00 am - 12:00 pm



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

March 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 6-session class. Participants are expected to attend every session.

Mondays and Wednesdays
10:00 am - 12:00 pm
March 2, 4, 9, 11, 16, 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 and Wednesdays
1:00 pm - 3:30 pm
*** No Open Lab on March 30**



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

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
March 2, 4, 9, 11, 16, and 18





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March Computer Class

**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. This class focuses on basic mouse and typing skills, identifying places to store and save files, and trouble-shooting 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
1:00 pm - 3:00 pm
March 3, 5, 10, 12, 19, and 24
*No class on March 17**



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