



**BETTER
LIVES
THROUGH
LEARNING**

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

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
May 5, 7, 12, 19, 21, and 26
*No class on May 14**

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, May 28
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 May 25**

**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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May 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 6-session class. Participants are expected to attend every session.

**Mondays and Wednesdays
10:00 am - 12:00 pm
May 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.

**Mondays
1:00 pm - 3:00 pm
May 4, 11, and 18**

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, May 5
2:00 pm - 3:00 pm**

**Tuesday, May 26
12:00 pm - 1:00 pm**

**Google
Career
Certificates**

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Wednesday, May 6
1:00 pm - 3:00 pm

Wednesday, May 20
1:00 pm - 3:00 pm



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.

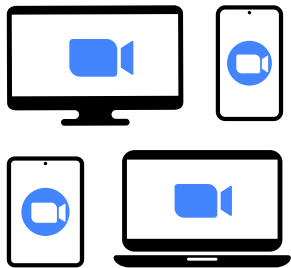
Tuesday, May 19
1:00 pm - 3:00 pm



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.

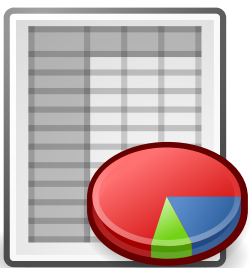
Wednesday, May 20
10:00 am - 12:00 pm



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, May 27
10:00 am - 12:00 pm





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April Virtual Computer Classes



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, May 6
2:00 pm - 4:00 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.

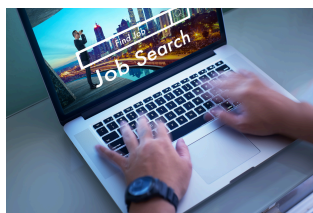
Thursday, May 7
1:00 pm - 3:00 pm



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.

Wednesday, May 13
2:00 pm - 4:00 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, May 20
2:00 pm - 4:00 pm



Resume Revamp

This workshop reviews basic formatting for resumes and various resume types. Learn how to use strong action words and keywords that will be suitable for Applicant Tracking Systems (ATS).

Tuesday, May 26
1:00 pm - 3:00 pm

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A proud partner of the **AmericanJobCenter** network



May Computer Classes

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

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.



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1:00 pm - 3:30 pm
*** No Open Lab on May 25**

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

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.



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**BETTER
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May Computer Classes at Partner Sites

**Penn Hills Library
1037 Stotler Road, Pittsburgh, PA 15235**

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