



**BETTER
LIVES
THROUGH
LEARNING**

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

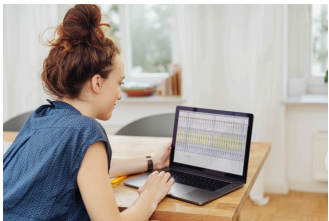
Intro to Windows



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.

**Tuesdays and Thursdays
10:00 am - 12:00 pm
July 7, 9, 14, 16, 21,
and 23**

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
July 7, 9, 14, 16, 21,
and 23**

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.

**Monday, July 13
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**

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

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.



**BETTER
LIVES
THROUGH
LEARNING**

July Virtual Computer Classes

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
1:00 pm - 3:00 pm
July 6, 8, 13, 15, 20, and 22

Intro to Microsoft Outlook

This 6-session class introduces the essential features of Microsoft Outlook, including email, contacts, calendars, tasks, and notes. Participants will learn to manage communications, schedule appointments and meetings, organize information, and access Outlook across devices. Participants are expected to attend every session.

Tuesdays and Thursdays
10:00 am - 12:00 pm
July 7, 9, 14, 16, 21, and 23

AI 101: Your First Step to Generative AI

Get started with your artificial intelligence journey! Learn how to recognize common AI tools and uses in technology you use daily. Evaluate AI's strengths and weaknesses, and how to engage with AI tools responsibly. Learn about generative AI risks and how to use it safely. This is a single-session workshop.

Wednesday, July 15
10:00 am - 12:00 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.

Wednesday, July 22
10:00 am - 12:00 pm

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



**BETTER
LIVES
THROUGH
LEARNING**

July Virtual Computer Classes

Canva for Job Seekers

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.

**Mondays
2:00 pm - 4:00 pm
July 20 and 27**



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, July 28
10:00 am - 12:00 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, July 28
1:00 pm - 2:00 pm**

**Google
Career
Certificates**

Email Etiquette

Learn best practices for emailing based on audience – business, job-seeking, and personal. Write clear and concise professional emails. Create a positive impression and communicate effectively.

**Wednesday, July 29
10:00 am - 12:00 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, July 30
1:00 pm - 3:00 pm**



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

July Computer Classes

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

Online Safety



After completing the class, participants will be able to identify and use technologies that support secure logins, create and use strong passwords, identify common Internet dangers such as AI scams and phishing, and identify strategies and best practices for protecting their personal information online.

Mondays and Wednesdays
10:00 am - 12:00 pm
July 6, 8, 13, 15, 20, and 22

Open Lab

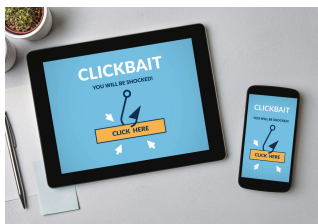


Open lab is a drop-in time for individual instruction on any basic computer skill. You may get assistance with Northstar Online Learning, Google Applied Digital Skills, Job-Seeking Digital Skills, Signing Up for Online Learning Opportunities, typing club, and more.

Mondays and Wednesdays
1:00 pm - 3:30 pm
*No Open Lab on July 1

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.

Mondays and Wednesdays
10:00 am - 12:00 pm
July 6, 8, 13, 15, 22, and 27
*No class on July 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.

Mondays and Wednesdays
1:00 pm - 3:00 pm
July 8, 13, 15, 22, 27,
and 29
*No class on July 20



**BETTER
LIVES
THROUGH
LEARNING**

July 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, July 29
10:00 am - 12:00 pm**



**CCAC Homewood-Brushton Center
701 N. Homewood Avenue, Pittsburgh, PA 15208**

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.

**Tuesdays and Thursdays
9:00 am - 11:00 am
July 7, 9, 14, 16, 21, 23,
28, and 30**



Preparing for a Virtual Doctor's Visit

In this class, participants will explore the advantages and disadvantages of telehealth, learn to access MyChart, an online health portal, practice scheduling and connecting to a virtual appointment, identify the features of video conferencing (Zoom) like mute/unmute, camera settings, video backgrounds and troubleshooting. Learners can take a Northstar assessment and have the opportunity to earn a certificate.

**Tuesdays and Thursdays
1:00 pm - 3:00 pm
July 7, 9, 14, 16, 21, 23,
28, and 30**



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