





Community Computer and Employment Resource Center

February 2012

***Look for our NEW workshops!!**



Monday	Tuesday	Wednesday	Thursday	Friday
<p>* Do you want a FREE flash drive? Sign up for, and attend, 5 of our Job Search workshops and you will receive your FREE flash drive at the end of the last workshop! Call for details!!</p>		<p>1 Customer Service Training 9:00am-12:00pm (must be preregistered) Intro to Skype 1:00-2:00pm Intro to Microsoft Excel 3:00-4:00pm</p>	<p>2 Digital Photography w/Picasa 10:00-11:00am Creating Flyers using Publisher 1:00-2:00pm Organize your address book using Excel 3:00-4:00pm</p>	<p>3 Presenting with Prezi 10:00-11:00am Share your photos w/Shutterfly 1:00-2:00pm Completing a Budget using Excel 3:00-4:00pm</p>
<p>6 Intro to Publisher 10:00-11:00am Intro to Power Point 1:00-2:00pm Preparing and Completing Job Applications 3:00-4:00pm</p>	<p>7 Basic Computer Skills 10:00-11:00am Intro to Power Point II 1:00-2:00pm Resume Writing 2:30-4:30pm</p>	<p>8 Customer Service Training 9:00am-12:00pm (must be preregistered) Presenting with Prezi 1:00-2:00pm Interviewing Skills 3:00-4:00pm</p>	<p>9 Intro to Microsoft Word 10:00-11:00am Improve Your Typing 1:00-2:00pm Writing Cover & Thank You Letters 3:00-4:00pm</p>	<p>10 Learn tables & mail merge w/ MS Word 10:00-11:00am Intro to Social Networking 1:00-2:00pm Obtaining and Maintaining References 3:00-4:00pm</p>
<p>13 Closed in Observance of Lincoln's Birthday</p> 	<p>14 Intro to Microsoft Access II 10:00-11:00am Resume Writing 12:30-2:30pm Create Brochures using Publisher 3:00-4:00pm</p>	<p>15 Customer Service Training 9:00am-12:00pm (must be preregistered) Interviewing Skills 1:00-2:00pm Intro to Microsoft Word 3:00-4:00pm</p>	<p>16 Intro to Power Point 10:00-11:00am Writing Cover & Thank You Letters 1:00-2:00pm Learn form letters & mail merge w/Word 3:00-4:00pm</p>	<p>17 Intro to Power Point II 10:00-11:00am Obtaining and Maintaining References 1:00-2:00pm Web Design with Weebly 3:00-4:00pm</p>
<p>20 Closed in Observance of President's Day</p> 	<p>21 Intro to Skype 10:00-11:00am Digital Photography w/Picasa 1:00-2:00pm Basic Computer Skills 3:00pm-4:00pm</p>	<p>22 Intro to Microsoft Excel 10:00-11:00am Intro to Microsoft Access 1:00-2:00pm Share your photos w/Shutterfly 3:00-4:00pm</p>	<p>23 Organize your address book using Excel 10:00-11:00am Intro to Microsoft Access II 1:00-2:00pm Presenting with Prezi 3:00-4:00pm</p>	<p>24 Completing a Budget using Excel 10:00-11:00am Intro to Microsoft Access III 1:00-2:00pm Improve Your Typing 3:00-4:00pm</p>
<p>27 Intro to Social Networking 10:00-11:00am Web Design with Weebly 1:00-2:00pm Intro to Power Point 3:00-4:00pm</p>	<p>28 Improve your Typing 10:00-11:00am Intro to Microsoft Word 1:00-2:00pm Intro to Power Point II 3:00-4:00pm</p>	<p>29 Intermediate Computer Skills 10:00-11:00am Learn tables & mail merge w/ MS Word 1:00-2:00pm Intro to Skype 3:00-4:00pm</p>		

*An Equal Opportunity Employer/Program

*Auxiliary Aids and Services are Available Upon Request for Individuals with Disabilities

*Classes and activities are funded through an American Reinvestment and Recovery Act (ARRA) Broadband Technology Opportunities Program (BTOP) grant to the New York State Library.



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Selected Workshop Descriptions

- **Obtaining and Maintaining References:** Tips for social networking and etiquette for obtaining/maintaining professional references.
- **Interviewing Skills:** Overcome your fears and ace those tricky questions!
- **Resume Writing:** Put together a polished document that will grab employers' attention. Keep up with current resume trends.
- **Writing Cover & Thank You Letters:** Understand the importance of these essential documents and how to properly format your letters.
- **Improve Your Typing:** Learn proper typing technique and test your abilities at a self-set pace.
- **Intro to Microsoft Word:** Learn the basics of word processing.
- **Intro to Microsoft Excel:** Organize data (numbers and text) using spreadsheets.
- **Intro to Microsoft Access:** Learn the essential skills needed to manage large quantities of information stored in a database.
- **Intro to Microsoft Publisher:** Create, personalize and share a wide range of professional-quality publications and marketing materials with ease – brochures, flyers, business cards, and more!
- **Intro to Prezi:** Bored with Power Point? Prezi allows you to create unique presentations online using a dynamic canvas setting!
- **Digital Photography/Downloading with Picasa:** Easily upload and share your photos on the web.
- **Intro to Skype:** Make FREE internet audio and video calls from your computer.
- **Intro to Social Networking:** Don't understand how and why people use sites like Facebook, Twitter and LinkedIn? Want to learn how to use these sites? This class will cover the popular social networking sites and how and why they are used.
- **Sharing Your Photos with Shutterfly:** Learn how to upload and share your digital photos and also create photo projects with an internet-based photo publishing and printing service.
- **Intermediate Computer Skills:** Learn how to save, locate and open files in various folders on your computer.
- **Web Design with Weebly:** Learn how to create simple, easy websites using Weebly.