

Workshops Calendar 2020/2021

<https://thesmartcenter.biz/Events>

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			



Introduction to Microsoft Word

The beginning class on how to use Microsoft's Office MS Word program

- Learn terminology
- Navigation
- Creating documents
- Editing documents
- Formatting
- Printing



Introduction to Microsoft Excel

The beginning class on how to use Microsoft Office Excel's electronic spreadsheet program.

- Learn terminology
- Navigation
- Spreadsheet tools
- Cells and ranges
- Basic formulas
- Data entry
- Simple spreadsheets



Computer and Email Skills

The beginning class on basic computer skills and email etiquette.

- Learn terminology
- Navigation
- Creating documents
- Saving documents
- Browsing the internet
- Printing from a website
- Using email



Career Exploration

Find out how your experience and interests can be applied in a new or expanded career.

- Understand your unique talent and align with careers
- Gather information
- Brainstorm
- Understand the Job Market
- Target Opportunities
- Create your "Map"



Resume Writing

Create a polished and professional resume that highlights your strengths and transferrable job skills

- Resume writing skills
- Targeted resume design
- Formatting tricks
- Optimize keywords
- Resume etiquette
- Understand what employers see