



COMPUTER AND EMAIL SKILLS



Join our beginning class on basic computer skills and email etiquette. Learn basic terminology, creating and saving documents, using an internet browser, website navigation, printing information from a website, and using email to upload a resume

This workshop has everything you need to get started on the path to effectively using a computer and email for your job search and applications!

- Learn terminology
- Navigation
- Creating documents
- Saving documents
- Browsing the internet
- Printing from a website
- Using email
- Uploading your resume
- And more...

NEXT WORKSHOP:

Date: **TBD**
Time: **TBD**
Cost: **FREE**

Register: www.thesmartcenter.biz, [Resources](#), [Events](#)



1201 Placer St
Redding, CA 96001

530.245.1500
www.thesmartcenter.biz