



### How to Register

- Go to [www.workforce-ks.com](http://www.workforce-ks.com) click the Job Seeker tab and select "Workshops".
- Under each workshop description you will find a link to register.
- If you need assistance, please contact the Wichita Workforce Center.

### Creating a PLUS Account

IMPORTANT - Workshops are offered at no cost, however attendees must create a **KANSASWORKS PLUS** Account prior to attending.

- Go to [www.kansasworks.com](http://www.kansasworks.com) and complete the steps to create a PLUS Account or visit the Workforce Center for assistance.

### Workshop Location

Wichita Workforce Center  
2021 N. Amidon, Suite 1100  
Wichita KS 67203  
316.771.6800  
[www.workforce-ks.com](http://www.workforce-ks.com)

## COMPUTERS

### Basic Computers 101

Provides job seekers who have little or no computer experience with basic knowledge.

- Overview of computer terms, equipment, and features
- Power up and shut down
- Getting comfortable with the mouse, keyboard, desktop and tower

*Friday 9:150 am to Noon*

### Basic Computers 102

Provides job seekers who have little or no internet experience with basic skills and knowledge.

- Introduction to on-line registrations/applications and **KANSASWORKS.com**
- Establishing Gmail accounts
- Features and benefits of having a Google account
- Uploading and Downloading documents

*Tuesday 9:00 am to Noon*

## MICROSOFT WORD 2013

### Introduction

Learn the fundamentals of Microsoft Word 2013.

*\*Requires basic computer skills*

- Tools and buttons
- Opening, saving, creating and formatting documents

*Thursday 1:00 pm to 4:00 pm*

### Intermediate

Get an in-depth look at the power of Word. *\*Requires a general knowledge of Microsoft Word*

- Managing cover pages, clip art, shapes, and pictures
- Building tables
- Managing headers & footers
- Page layout and review

*Thursday 1:00 to 4:00 pm*

### Advanced

Learn how to manage large, complex documents. *\*Must be comfortable with Microsoft Word*

- References, table of contents, and mailing functions
- Reviewing, combining, and comparing documents
- Securing a document and applying digital signatures

*Friday 9:15 am to Noon*

## GETTING THE MOST FROM GOOGLE

Learn how Google can best assist you in your job search

*\*Requires basic computer skills*

*Friday 9:30 to Noon*

- Using various apps in Google including Drive, Voice, Calendar, and office templates
- Creating a G-Mail account

*Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities. Hearing impaired may contact the Workforce Centers by calling the Kansas Relay Center at (800) 766-3777. This project is funded under agreement with the US Department of Labor. Proud Member of American Jobs Center*



ACP = Air Capital Room  
 JAB = Jabara Room  
 MCL = McConnell Room  
 KEEP= Keeper Room  
 EIS= Eisenhower Room

# May 2017 Workshops



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- Go to [www.workforce-ks.com](http://www.workforce-ks.com) locate the "Upcoming Events" section. Click "See All" and select the desired workshop event on the calendar.
- The workshop description box will pop-up. Click the link at the bottom of the description to register.
- If you need assistance, please contact the Wichita Workforce Center.


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## Workshop location

Wichita Workforce Center

Mon	Tue	Wed	Thu	Fri
<b>1</b> Skills Study Lab 9:30-11:30 EIS	<b>2</b> The Fundamentals of Resume Writing and Interviewing 8:30-12 KEEP	<b>3</b>	<b>4</b> Intro to Word 1-4 MCL	<b>5</b> Getting the Most from Google 9:30-12 MCL
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Intermediate Word 1-4 MCL	<b>12</b> Advanced Word 9:15-12 MCL
<b>15</b> Skills Study Lab 9:30-11:30 EIS	<b>16</b> The Fundamentals of Resume Writing and Interviewing 8:30-12 KEEP	<b>17</b> Attitude Determines Attitude 9-11 JAB	<b>18</b>	<b>19</b> Basic PC 101 9:15-12 MCL
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>29 Office Closed</b> 	<b>30</b> The Fundamentals of Resume Writing and Interviewing 8:30-12 KEEP	<b>31</b>		