



**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 9:15 am to 11:45 am*

**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

*Friday 9:15 am to 11:45 am*

**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*

**MICROSOFT EXCEL 2010**

**Introduction**

Learn the fundamentals of Microsoft Excel 2010.

*\*Requires basic computer skills*

- How tools and buttons are organized
- Formatting tables and cells
- Using the copy and paste features

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

**Intermediate**

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

- Creating and using charts and graphs
- Building complex formulas
- Linking information between worksheets

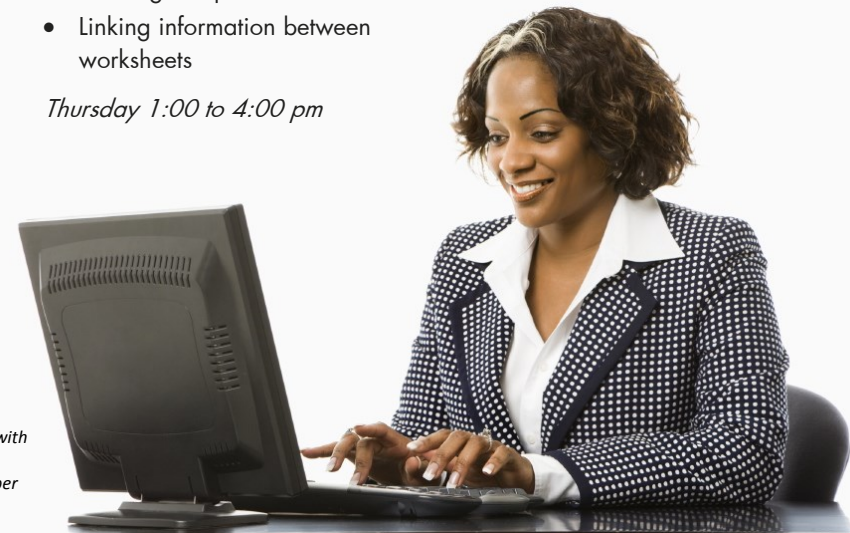
*Thursday 1:00 to 4:00 pm*

**SKILLS STUDY LAB**

Dedicated room with workshop facilitators available to customers who have attended a workshop and want additional assistance implementing what they've learned

- Dedicated time to practice computer skills
- Assistance creating, updating, and formatting resumes
- Instructor present to answer questions and provide further explanation on workshop concepts

*2nd and 4th  
Monday 9:00 am to 11:00 am*



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

# August 2017 Workshops



## How to Register

- 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.
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Workshop Location  
 Wichita Workforce Center

Mon	Tue	Wed	Thu	Fri
	1	2	3 Intro to Word 1-4 MCL	4 Basic PC 101 9:15-11:45 MCL
7 Skills Study Lab 9:00-11:00 EIS	8 The Fundamentals of Resume Writing and Interviewing 8:30-12 KEEP	9	10 Intermediate Word 1-4 MCL	11 Advanced Word 9:15-12 MCL
14	15	16 Attitude Determines Altitude 1-3 JAB	17 Intro to Excel 1-4 MCL	18 Intermediate Excel 9:15-12 MCL
21 Skills Study Lab 9:00-11:00 EIS	22	23 The Fundamentals of Resume Writing and Interviewing 8:30-12 KEEP	24 Advanced Excel 1-4 MCL	25 Basic PC 102 9:15-11:45 MCL
28	29	30	31	