



WORKFORCE CENTERS

of South Central Kansas

KANSASWORKS.COM

In Partnership With AmericanJobCenter

Computer Skills Series Workshops

providing tools for employment success

How to Register

- Go to 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 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

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

1st Thursday 1:00 pm to 4:00pm

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

2nd Thursday 1:00 pm to 4:00 pm

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

MICROSOFT WORD 2013

Introduction

Learn the fundamentals of Microsoft Word 2013.

**Requires basic computer skills*

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

Not offered this month

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

Not offered this month

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

Not offered this month

MICROSOFT EXCEL 2013

Introduction

Learn the fundamentals of Microsoft Excel 2013.

**Requires basic computer skills*

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

3rd 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

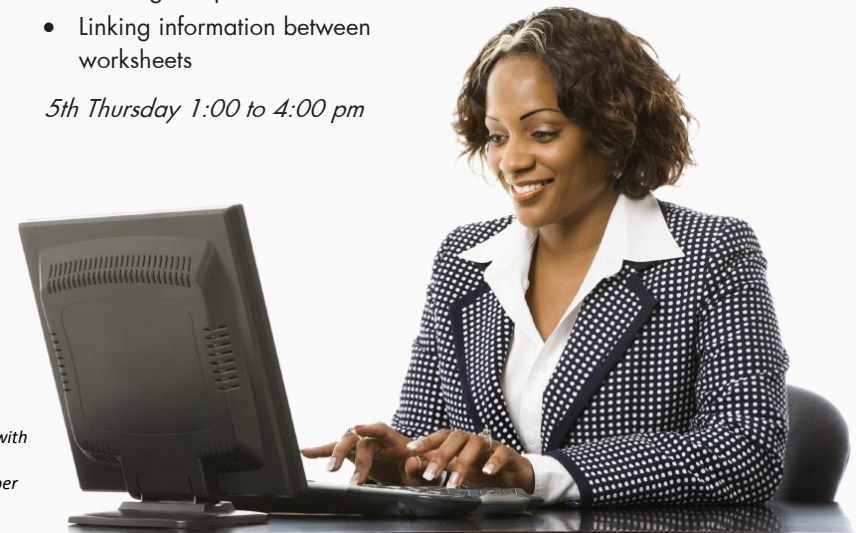
5th Thursday 1:00 to 4:00 pm

KANSASworks RESUME BUILDER

This workshop is a step-by-step walk through on the process of creating a resume on **KANSASworks.com**

- Logging in to the site
- An explanation of what is being asked when creating a resume within the site.
- Printing the resume as a Microsoft Word document.

Friday 9:15 am to 11:15 am



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

*Happy
 New Year
 2018*

January 2018 Workshops

Mon	Tue	Wed	Thu	Fri
1	2	3	4 Basic PC 101 1-4	5 KANSASworks Resume Builder 9:15-11:15
8	9 The Fundamentals of Resume Writing and Interviewing 8:30-12	10	11 Basic PC 102 1-4	12 Starting off Right in 2018! Job search prep- aration workshop 9:15-10:15
15	16	17 Attitude Determines Altitude 1-3	18 Intro to Excel 1-4	19 KANSASworks Resume Builder 9:15-11:15
22	23 The Fundamentals of Resume Writing and Interviewing 8:30-12	24	25 Intermediate Excel 1-4	26 Starting off Right in 2018! Job search prep- aration workshop 9:15-10:15
29	30	31		

How to Register

- Go to 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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