



### 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

*Tuesday 9:00 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

*Tuesday 9:00 am to Noon*

### 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 9:30 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

*Tuesday 9:00 am to Noon*

### 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*

## MICROSOFT POWERPOINT

### Introduction

Create Slide Presentations Microsoft Powerpoint 2013.

*\*Requires basic computer skills*

- Key buttons, tools, operations
- Add animation, sound, graphics

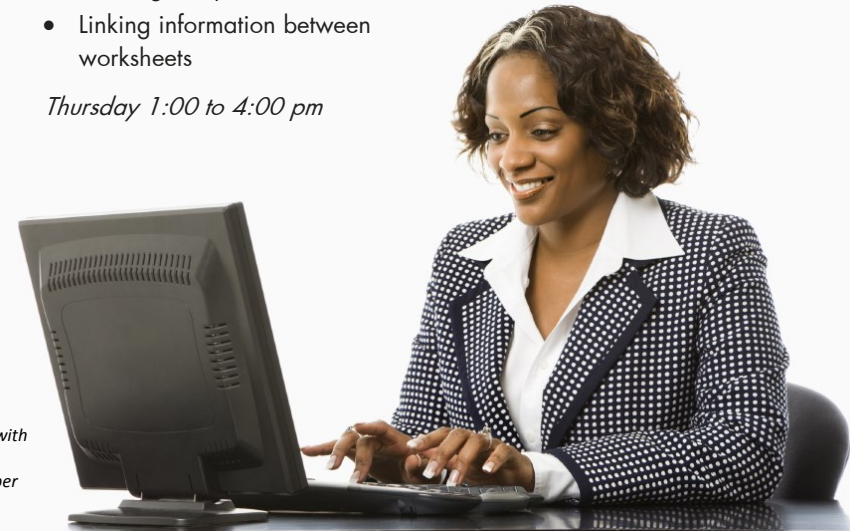
*Thursday 1:00 pm to 4:00pm*

## SOCIAL MEDIA SEMINAR

*\*Requires basic computer skills*

This seminar discusses how utilizing different social media sites can enhance your job search and enable you to network.

- Connecting / networking
- Social media sites, etiquette, and statistics
- Creating a LinkedIn account



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

# June 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 Intro to Word 1-4 MCL	2
5 Skills Study Lab 9:00-11:00 EIS	6 Generations in the Workplace Seminar 9:30-12 WPT	7	8 Intermediate Word 1-4 MCL	9
12	13 The Fundamentals of Resume Writing and Interviewing 8:30-12 KEEP	14 Attitude Determines Altitude 9-11 JAB	15 Advanced Word 1-4 MCL	16 Basic PC 101 9:15-11:45 MCL
19 Skills Study Lab 9:00-11:00 EIS	20	21	22 Intro to Excel 1-4 MCL	23 Basic PC 102 9:15-11:45 MCL
26	27 The Fundamentals of Resume Writing and Interviewing 8:30-12 KEEP	28	29 PowerPoint 1-4 MCL	30 Social Media Seminar 9:15-11:45 MCL