



# 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](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

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 Download-ing documents

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

## MICROSOFT WORD 2013

### Introduction

Learn the fundamentals of Microsoft Word 2013.

*\*Requires basic computer skills*

- How tools and buttons are organized
- Opening and Saving Documents
- Creating and formatting documents

3rd Thursday 1:00 pm to 4:00 pm

### Intermediate

Get an in-depth look at Word.

*\*Requires a general knowledge of Microsoft Word.*

- Managing cover pages, clip art, shapes, and pictures
- Building simple tables
- Understanding the page layout & review functions

4th 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.

1st & 5th Thursdays this month

## ONLINE APPLICATIONS 101

This workshop is designed to help customers learn the basics of how to look for jobs and fill out online applications.

2nd & 4th Fridays this month



*Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Disability Resource Coordinator at the Workforce Centers, 316-771-6800, TDD: 711 or 1-800-766-3777, (mfink@workforce-ks.com) Requests should be made at least five (5) working days in advance of the event.*

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

# June 2018 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.
- If you need assistance, please contact the Wichita Workforce Center.

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Mon	Tue	Wed	Thu	Fri
				<b>1</b> KANSASWORKS Resume Builder 9:15-11:15
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Basic PC 101 1-4 SSDI Info Workshop 2-3 SSI Info Workshop 3:30-4:30	<b>8</b> How to: Online Applications 101 9:15-11:15
<b>11</b>	<b>12</b> The Fundamentals of Resume Writing and Interviewing 8:30-12	<b>13</b> Attitude Determines Attitude 1-2:30	<b>14</b> Basic PC 102 1-4	<b>15</b> Creating a Resume Using Templates 9:15-11:15
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Intro to Word 1-4	<b>22</b> How to: Online Applications 101 9:15-11:15
<b>25</b>	<b>26</b> The Fundamentals of Resume Writing and Interviewing 8:30-12	<b>27</b>	<b>28</b> Intermediate Word 1-4	<b>29</b> KANSASWORKS Resume Builder 9:15-11:15