



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 Download-ing documents

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

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.

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

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 & 3rd Fridays this month

ONLINE APPLICATIONS 101

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



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

May 2018 Workshops



Mon	Tue	Wed	Thu	Fri
	1 The Fundamentals of Resume Writing and Interviewing 8:30-12	2	3 Basic PC 101 1-4 SSDI Info Workshop 2-3 SSI Info Workshop 3:30-4:30	4 KANSASworks Resume Builder 9:15-11:15 MCL
7	8	9 Attitude Determines Altitude 1-2:30	10 Basic PC 102 1-4	11 How to: Online Applications 101 9:15-11:15
14	15 The Fundamentals of Resume Writing and Interviewing 8:30-12	16	17 Intro to Excel 1-4	18 KANSASworks Resume Builder 9:15-11:15
21	22	23	24 Intermediate Excel 1-4	25 How to: Online Applications 101 9:15-11:15
28	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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