



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

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 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

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

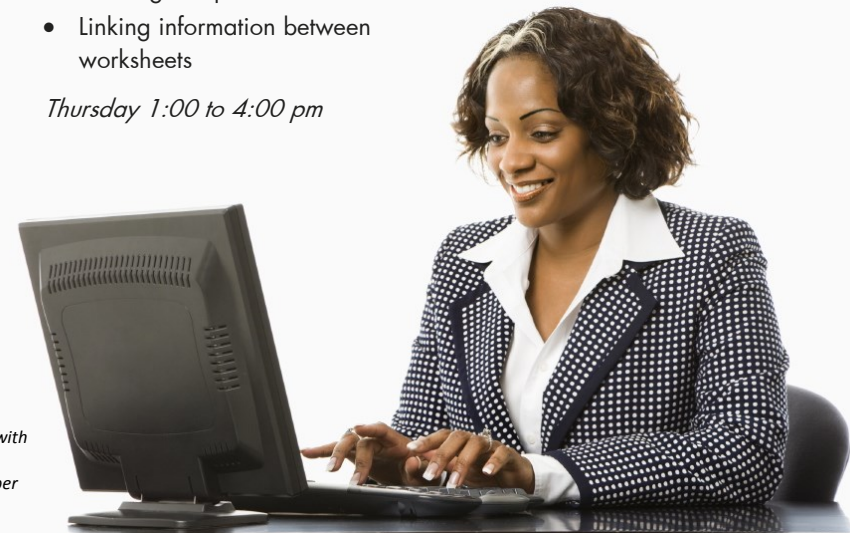
Thursday 1:00 to 4:00 pm

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

Monday 9:00 am to 11:00 am




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

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

September 2017 Workshops



Mon	Tue	Wed	Thu	Fri
				1 Intro to Word 9:15-12 MCL
4 	5 The Fundamentals of Resume Writing and Interviewing 8:30-12 KEEP	6	7	8 Basic PC 101 9:15-11:45 MCL
11 Skills Study Lab 9:00-11:00 EIS	12	13 Attitude Determines Altitude 1-3 JAB	14 Intermediate Word 1-4 MCL	15 Advanced Word 9:15-12 MCL
18	19 The Fundamentals of Resume Writing and Interviewing 8:30-12 KEEP	20	21 Intro to Excel 1-4 MCL	22 Basic PC 102 9:15-11:45 MCL
25 Skills Study Lab 9:00-11:00 EIS	26	27	28 Intermediate Excel 1-4 MCL	29

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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