



SACRAMENTOWORKS

A proud partner of America's Job
Center of CaliforniaSM Network



BASIC COMPUTER SKILLS CLASS

New to Computers?

This Class is for you!
Learn PC Basics, Internet and E-Mail

2nd and 4th Thursday

9:00 am - 11:00 am

THIS WORKSHOP WILL TEACH BASIC COMPUTER SKILLS, INCLUDING:

- KEYBOARD, MOUSE,
- DATA STORAGE (USB DRIVE)
- STARTING AND CLOSING PROGRAMS
- INTRODUCTION TO MICROSOFT WORD (CREATING, FORMATTING SAVING, EDITING, LOADING AND PRINTING DOCUMENTS)
- HOW TO NAVIGATE THE INTERNET
- USAGE OF COMMON BROWSERS FOR JOB PURPOSES AND SEARCH ENGINES
- EMAIL BASICS, INCLUDING COMPOSING MESSAGES AND HOW TO ATTACH DOCUMENTS.

Location:

Hillsdale Job Center
5655 Hillsdale Blvd. Ste #8
Sacramento, CA 95842
916-263-4100

*****Must be registered in Caljobs*****
to register visit
www.CaljOBS.ca.gov

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