

# Worksource Bend - Computer Lab Schedule

## Choose Your Learning Track...

<u>Job Search</u>	<u>Basic Computer Use</u>	<u>Basic Office Tools</u>
<ol style="list-style-type: none"> <li>1. Keyboarding</li> <li>2. Intro to Computers</li> <li>3. File Management</li> <li>4. Word 1 &amp; 2, 3</li> <li>5. Internet</li> <li>6. OLMIS</li> <li>7. Email</li> <li>8. Guide to Gov't Jobs</li> </ol>	<ol style="list-style-type: none"> <li>1. Keyboarding</li> <li>2. Intro to Computers</li> <li>3. File Management</li> <li>4. Word 1, 2 &amp; 3</li> <li>5. Internet</li> <li>6. Email</li> </ol>	<ol style="list-style-type: none"> <li>1. Keyboarding</li> <li>2. Intro to Computers</li> <li>3. File Management</li> <li>4. Word 1, 2 &amp; 3</li> <li>5. Excel 1 &amp; 2</li> <li>6. Internet</li> <li>7. Email</li> </ol>

**Keyboarding** For beginning keyboarding or to improve skills. Basic computer keyboard instruction and introduction to Ultra Key typing software. **No experience necessary.**

**Intro to Computers** Learn basic navigation, using the mouse, keyboard, opening applications, creating documents, saving and printing files. **Keyboarding experience required.**

**File Management** Create, organize and delete files and folders and arrange icons. Create shortcuts, browse and locate files and folders. **Keyboarding and Intro to Computers classes required.**

### **Word 2007 1, 2 & 3**

Class is divided into three parts. Includes creating a document and table. Formatting, setting margins, applying color, spell check, tabs, indents, spacing, printing, headers and footers, columns, mail merge, bullets and numbering. **Keyboarding, Intro to Computers, and File Management required.**

### **Excel 2007 1 & 2**

Class is divided into two parts. Enter data, format, adjust columns and rows, creating formulas, create charts, problem-solving, create worksheets from given data, and apply color and borders. **Keyboarding and Word Experience required.**

**Intro to Accessibility Workstation** Familiarize yourself with assistive technology software. ZOOMTEXT magnify and customize the computer screen. JAWS the computer reads back to you. DRAGON NATURALLY SPEAKING "train" the computer to your voice so that you can put your voice to text. OPENBOOK Scan a page and it will read that page out loud. **This class by appointment only.**

**Internet** Tour through the Internet with emphasis on employment (career planning, job search, and employment) and search engines. **Basic computer experience required.**

**Email** Sign up for free email service and learn how to send and receive email, create folders and attach files. **Internet experience required.**

**OLMIS** Familiarize yourself with the Oregon Labor Market and Information System website for great information to assist you in your job search. **Internet experience required.**

**Guide to Government Jobs** Specific focus on completing the State of Oregon PD100 using the downloaded application. Locate Internet sites that post local, state, and federal job openings. **Word and Internet classes required.**

### **Other Software Available:**

**Rosetta Stone** - English as a Second Language – speaking, reading, typing  
**DDC Skills Testing Center** – Test your skills on MS Word or Excel 2000  
**Prove It** – Testing for iSKY, Typing and 10 Key  
**Quickbooks** – Small Business Accounting Software  
**Resume Winway** – Create a resume  
**UltraKey Typing** – Improve your keyboarding skills  
**PLATO** – Improve your math, English, science, and reading skills