



## ANNOUNCING A VALUABLE TECHNOLOGY PROGRAM!!

### 8-WEEK HANDS-ON DIGITAL LITERACY TRAINING

In-person classes will be held at the PA CareerLink® Montgomery County from 11/3/2025 through 12/23/2025.

*Explore some basics in Microsoft Windows to get comfortable with foundations in technology.*

| Dates              | Times              | Course Name                                                                                                                                                                                                        |
|--------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mon.,<br>11/3/2025 | 8:30 AM – 11:30 AM | <b>Windows</b> – Work with computers, navigate through windows, work with folders and files, access internet through browsers (e.g., Google Chrome), save websites as favorites, and learn keyboarding techniques. |

*Develop new presentation skills in Microsoft PowerPoint.*

|                      |                    |                                                                                                                                                                                                                                     |
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| Wed.,<br>11/5/2025   | 8:30 AM – 11:30 AM | <b>Microsoft PowerPoint Introduction: Part 1</b> – Explore the PowerPoint desktop and ribbon, create a basic presentation, edit, proof and copy text into presentations, import text from Word, and use AutoCorrect.                |
| Thurs.,<br>11/6/2025 | 8:30 AM – 11:30 AM | <b>Microsoft PowerPoint Introduction: Part 2</b> – Learn how to print handouts and presentations, discover text formatting tips and tricks, add shapes and WordArt, format bullets/numbers, use slide sorter, and run a slide show. |

*Microsoft Outlook is the standard email communications tool – pick up some helpful efficiency tips!*

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| Mon.,<br>11/10/2025 | 8:30 AM – 11:30 AM | <b>Microsoft Outlook Introduction</b> – Understand the Outlook interface, work with messages, add recipients, check spelling/grammar, and format messages. |
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*Get familiar with some common online communications applications and social medial tools.*

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| Wed.,<br>11/12/2025 | 8:30 AM – 11:30 AM | <b>Communications Applications/Social Media Tools</b> – Explore Skype, FaceTime, YouTube, Google, Facebook. |
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*The Number 1 application that employers value is Microsoft Excel – learn how to manage your data in this valuable spreadsheet application.*

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| Thurs.,<br>11/13/2025 | 8:30 AM – 11:30 AM | <b>Microsoft Excel Introduction: Part 1</b> – Explore the Excel desktop and ribbon, create, save and navigate in Excel. Learn data entry tips and tricks, select and work with cell ranges, create simple formulas, and format numbers. |
| Mon.,<br>11/17/2025   | 8:30 AM – 11:30 AM | <b>Microsoft Excel Introduction: Part 2</b> – Format text, manage rows and columns, align data, apply borders and shading, copy cell formats, print worksheet data, and control printed data with page set-up features.                 |
| Wed.,<br>11/19/2025   | 8:30 AM – 11:30 AM | <b>Microsoft Excel Charting: Part 1</b> – Create charts to present data visually, format charts for maximum impact, and insert pictures, graphics and shapes.                                                                           |
| Thurs.,<br>11/20/2025 | 8:30 AM – 11:30 AM | <b>Microsoft Excel Charting: Part 2</b> – Apply conditional formatting, use the Data Bar feature, create and view comments, apply subtotals and outlining, customize your view in Excel, and set Excel preferences.                     |

*Enhance your ability to communicate online using Zoom for online delivery and learn about using Adobe PDF's.*

|                     |                     |                                                                                                                                                                                          |
|---------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mon.,<br>11/24/2025 | 8:30 AM – 10:00 AM  | <b>Adobe PDF</b> – Learn how to download Adobe Reader, set to default to PDF vs. HTML, save and open a PDF document, navigate a PDF document, and open a PDF document in Microsoft Word. |
| Mon.,<br>11/24/2025 | 10:15 AM – 11:30 AM | <b>Using Zoom</b> – Learn how to use Zoom for online meetings and interviews.                                                                                                            |

**NO CLASS ON THANKSGIVING DAY*****Pick up some tips on professionalism in the workplace and learn how to build a LinkedIn Profile for networking.***

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| Mon.,<br>12/1/2025 | 8:30 AM – 10:00 AM  | <b>Professionalism and Workplace Etiquette</b> – Learn some tips to understand who you are as a professional, and learn about cultivating a professional image through proper attire, grooming, and body language. |
| Mon.,<br>12/1/2025 | 10:15 AM – 11:30 AM | <b>LinkedIn Profile Development</b> – Get started with LinkedIn, understand the profile interface, and begin to populate the individual sections of this powerful professional networking tool.                    |

***The following sessions will teach you great word processing skills and prepare you to take the Microsoft Office Specialist exam in Word.*****AIM TO GET CERTIFIED IN MICROSOFT WORD!**

|                       |                                     |                                                                                                                                                                                                                                         |
|-----------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wed.,<br>12/3/2025    | 8:30 AM – 11:30 AM                  | <b>Microsoft Word Introduction: Part 1</b> – Explore the Word ribbon and interface, learn how to enter text, save documents, edit text using cut, copy and paste, and use undo and redo.                                                |
| Thurs.,<br>12/4/2025  | 8:30 AM – 11:30 AM                  | <b>Microsoft Word Introduction: Part 2</b> – Learn how to check spelling and grammar, format text, set paragraph spacing and alignment, preview and print documents, and control page layout and margins.                               |
| Mon.,<br>12/8/2025    | 8:30 AM – 11:30 AM                  | <b>Microsoft Word Intermediate: Part 1</b> – Align text with tabs, create numbered and bulleted lists, manage headers and footers, format with page and section breaks, and insert dates, times and symbols.                            |
| Wed.,<br>12/10/2025   | 8:30 AM – 11:30 AM                  | <b>Microsoft Word Intermediate: Part 2</b> – Work with AutoFormat, use AutoCorrect for quick text entry, edit with Find and Replace, create and navigate a table, modify tables, and use borders/colors to format tables.               |
| Thurs.,<br>12/11/2025 | 8:30 AM – 11:30 AM                  | <b>Microsoft Word Styles: Part 1</b> – Use indentation to manage text layout, format with document themes, save keystrokes with QuickParts and fields, create and format newsletter-style columns, and use lines and shapes for impact. |
| Mon.,<br>12/15/2025   | 8:30 AM – 11:30 AM                  | <b>Microsoft Word Styles: Part 2</b> – Manage documents in outline view, insert pictures/WordArt, enhance with SmartArt graphics, create charts using Word/Excel data, save time with templates, and customize preferences.             |
| Wed.,<br>12/17/2025   | 8:30 AM – 11:30 AM                  | <b>Microsoft Word Mail Merge</b> – Understand the Mail Merge process, select and sort recipient records, create the merge document, create mailing labels/directories, merge data, sort table data, and create advanced lists.          |
| Thurs.,<br>12/18/2025 | 8:30 AM – 11:30 AM                  | <b>Microsoft Long Documents</b> – Create linked master and sub documents, create a table of contents, create an index, track document changes, insert and manage comments, and track revisions.                                         |
| Mon.,<br>12/22/2025   | 8:30 AM – 11:30 AM                  | <b>Microsoft Word Test Prep</b>                                                                                                                                                                                                         |
| Tues.,<br>12/23/2025  | 8:30 AM – 1:30 PM<br>(Two Sessions) | <b>Microsoft Word MOS Exam</b>                                                                                                                                                                                                          |

PA CareerLink® Montgomery County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For program funding details in compliance with the Stevens Amendment, please visit <https://montgomerycountypa.gov/4274/Stevens-Amendment>.



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***Interested in applying for this program?***

**Email Apple Aquila at [fcsupport@thefullcirclegroup.com](mailto:fcsupport@thefullcirclegroup.com)**

***Training Location:***

PA CareerLink® Montgomery County

Dekalb Center Norristown

1430 Dekalb Street, Norristown, PA 19401