



ANNOUNCING A VALUABLE TECHNOLOGY PROGRAM!!

8-WEEK HANDS-ON DIGITAL LITERACY TRAINING

In-person classes will be held at the Montgomery County EARN Center from 1/6/2025 through 2/25/2025.

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

Dates	Times	Course Name
Mon., 1/6/2025	9:00 AM – 12:00 PM	Windows – 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.

Get familiar with some common online communications applications and social media tools.

Tues., 1/7/2025	9:00 AM – 12:00 PM	Communications Applications/Social Media Tools – Explore Skype, FaceTime, YouTube, Google, Facebook.
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Develop new presentation skills in Microsoft PowerPoint.

Thurs., 1/9/2025	9:00 AM – 12:00 PM	Microsoft PowerPoint Introduction: Part 1 – Explore the PowerPoint desktop and ribbon, create a basic presentation, edit, proof and copy text into presentations, import text from Word, and use AutoCorrect.
Mon., 1/13/2025	9:00 AM – 12:00 PM	Microsoft PowerPoint Introduction: Part 2 – 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.

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!

Tues., 1/14/2025	9:00 AM – 12:00 PM	Microsoft Word Introduction: Part 1 – 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., 1/16/2025	9:00 AM – 12:00 PM	Microsoft Word Introduction: Part 2 – Learn how to check spelling and grammar, format text, set paragraph spacing and alignment, preview and print documents, and control page layout and margins.

CLOSED FOR MARTIN LUTHER KING HOLIDAY

Tues., 1/21/2025	9:00 AM – 12:00 PM	Microsoft Word Intermediate: Part 1 – 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.
Thurs., 1/23/2025	9:00 AM – 12:00 PM	Microsoft Word Intermediate: Part 2 – 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.
Mon., 1/27/2025	9:00 AM – 12:00 PM	Microsoft Word Styles: Part 1 – 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.
Tues., 1/28/2025	9:00 AM – 12:00 PM	Microsoft Word Styles: Part 2 – 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.
Thurs., 1/30/2025	9:00 AM – 12:00 PM	Microsoft Word Mail Merge – 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.

Mon., 2/3/2025	9:00 AM – 12:00 PM	Microsoft Long Documents – Create linked master and sub documents, create a table of contents, create an index, track document changes, insert and manage comments, and track revisions.
Tues., 2/4/2025	9:00 AM – 12:00 PM	Microsoft Word Test Prep
Thurs., 2/6/2025	9:00 AM – 2:00 PM (Two Sessions)	Microsoft Word MOS Exam
<i>Pick up some tips on professionalism in the workplace and learn how to build a LinkedIn Profile for networking.</i>		
Mon., 2/10/2025	9:00 AM – 10:30 AM	Professionalism and Workplace Etiquette – 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., 2/10/2025	10:45 AM – 12:00 PM	LinkedIn Profile Development – Get started with LinkedIn, understand the profile interface, and begin to populate the individual sections of this powerful professional networking tool.
<i>Microsoft Outlook is the standard email communications tool – pick up some helpful efficiency tips!</i>		
Tues., 2/11/2025	9:00 AM – 12:00 PM	Microsoft Outlook Introduction – Understand the Outlook interface, work with messages, add recipients, check spelling/grammar, and format messages.
<i>Enhance your ability to communicate online using Zoom for online delivery and learn about using Adobe PDF's.</i>		
Thurs., 2/13/2025	9:00 AM – 10:30 AM	Adobe PDF – 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.
Thurs., 2/13/2025	10:45 AM – 12:00 PM	Using Zoom – Learn how to use Zoom for online meetings and interviews.
<i>CLOSED FOR PRESIDENT'S DAY HOLIDAY</i>		
<i>The Number 1 application that employers value is Microsoft Excel – learn how to manage your data in this valuable spreadsheet application.</i>		
Tues., 2/18/2025	9:00 AM – 12:00 PM	Microsoft Excel Introduction: Part 1 – 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.
Thurs., 2/20/2025	9:00 AM – 12:00 PM	Microsoft Excel Introduction: Part 2 – 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.
Mon., 2/24/2025	9:00 AM – 12:00 PM	Microsoft Excel Charting: Part 1 – Create charts to present data visually, format charts for maximum impact, and insert pictures, graphics and shapes.
Tues., 2/25/2025	9:00 AM – 12:00 PM	Microsoft Excel Charting: Part 2 – 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.

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>.