



# Full Circle Online Workshop Series

Click [here](#) to view the Workshop Calendar and to register! If assistance is needed, please call 610-280-1031. A ZOOM link will be provided once you register.

## Online Chester County Workshops for Job Seekers

### TECHNOLOGY DEMONSTRATION TRAINING

Workshop Topic	Upcoming Dates
<b>QuickBooks 1 - Data Entry:</b> Get started with QuickBooks by understanding the interface, learning common accounting terms, work with the chart of accounts, and how to add and edit QuickBooks lists.	Fri., 2/24/2023 from 1:30 PM - 2:30 PM
<b>QuickBooks 2 - Create &amp; Edit Invoices:</b> Learn how to create/edit invoices and bills, process payments, reconcile your accounts to verify your QuickBooks account records match with the bank's records.	LOOK ON MARCH CALENDAR
<b>Microsoft Word 1 - Resume Formatting Tips:</b> Learn some great formatting tips for building your resume. Lessons in layout, headings, bulleted lists and formatting techniques to help you create a professional looking resume!	Thurs., 2/23/2023 from 3:30 PM - 4:30 PM
<b>Microsoft Word 2 - Tables and Tabs:</b> Further manage your Word documents. This class will include how to create and modify Tables more efficiently, and work with Tabs correctly by learning the different types of tabs.	LOOK ON MARCH CALENDAR
<b>Microsoft Word 3 - Mail Merge:</b> Use the Mail Merge Wizard to create valuable documents in Word. Create a recipient list, sort records, insert merge fields into a document, preview merged data, and create labels.	Fri., 2/10/2023 from 11:30 AM - 12:30 PM
<b>Microsoft Outlook:</b> Wondering how to stay organized on the job? This Outlook session will show how to navigate the interface, manage and organize emails, and work with calendar and tasks.	Fri., 2/10/2023 from 1:30 PM - 2:30 PM
<b>Microsoft Windows 10:</b> Navigate Windows 10 by exploring different features and becoming more comfortable with terminology. Learn to create folders and move files, plus some valuable computer settings.	Fri., 2/3/2023 from 1:30 PM - 2:30 PM
<b>Microsoft Excel 1 - Basic Formula Writing:</b> Explore the Excel interface: ribbon, formula and status bar. Learn to select cells & build a basic formula. Discover how AutoFill and AutoSum Button/List make working in Excel easy!	Fri., 2/17/2023 from 9:30 AM - 10:30 AM
<b>Microsoft Excel 2 - Named Ranges and Page Set-up:</b> Learn how to use named ranges...assigning names to a cell or range of cells in a workbook. Also learn page set-up techniques to get Excel spreadsheets to look great when printed.	Mon., 2/13/2023 from 9:30 AM - 10:30 AM
<b>Microsoft Excel 3 - PivotTables:</b> PivotTables, a powerful tool for summarizing, analyzing, exploring and presenting data, extracted from larger amounts of data elsewhere in an Excel workbook. Come learn the basics!	Fri., 2/17/2023 from 1:30 PM - 2:30 PM
<b>Microsoft Excel 4 - Functions Employers Value:</b> Learn the Excel functions employers value: IF statements, VLOOKUP, TRIM, RIGHT and LEFT, plus a basic review of Basic Math (PEMDAS) for formula writing.	Mon., 2/13/2023 from 1:30 PM - 2:30 PM
<b>Microsoft Access 1 - Creating Tables:</b> Access is a great relational database app. Understand how to create tables that link together. Learn about data types, primary key and properties of fields you track in a datasheet.	LOOK ON MARCH CALENDAR
<b>Microsoft Access 2 - Querying Data:</b> How to get the information out of the database? Learn to create and run queries in Access to analyze information from tables or to extract data for a form or report.	Wed., 2/1/2023 from 3:30 PM - 4:30 PM



PA CareerLink® Chester County is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities

A proud partner of the [AmericanJobCenter](#) network

## TECHNOLOGY DEMONSTRATIONS AND ONLINE CAREER WORKSHOPS

Workshop Topic	Upcoming Dates
<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.	LOOK ON MARCH CALENDAR
<b>Microsoft PowerPoint:</b> Looking to create a presentation? Learn how to create a document, open/save files, create new slides, format text/shapes, insert graphics, and use the sorter and slide show views.	LOOK ON MARCH CALENDAR
<b>How to Use Zoom:</b> Tutorial on how to participate in an online Zoom meeting -- learn tips on the Zoom interface, chat window, and screen sharing features.	Fri., 2/17/2023 from 11:30 AM - 12:30 PM
<b>LinkedIn Advanced:</b> Learn some valuable tricks and tips that can make LinkedIn work better for you. Employers are checking you out online; you want a Profile that professionally presents your skillset!	Mon., 2/13/2023 from 11:30 AM - 12:30 PM
<b>Learning Management System (LMS):</b> Gain access to this valuable tool for e-learning. The LMS helps you acquire knowledge to make you more competitive in the marketplace. Great tutorials for job seekers.	Fri., 2/10/2023 from 9:30 AM - 10:30 AM
<b>Job Search Applications &amp; Keyword Tips:</b> <i>Good session for job seekers new to computers!</i> Pick up some great suggestions on how best to apply for jobs. Learn some helpful tips on completing job applications, and using keywords and phrases to grab the hiring manager's attention.	Mon., 2/6/2023 from 11:30 AM - 12:30 PM
<b>Branding, Elevator Speech &amp; Changing Careers:</b> Discover how to effectively communicate your brand to a prospective employer. Learn about creating an elevator speech, and transferrable hard/soft skills.	Mon., 2/6/2023 from 1:30 PM - 2:30 PM
<b>Management Level Interviewing Tips:</b> Learn interview strategies for senior level jobseekers, and how to actively communicate information you want the interviewer to know. Pick up good tips to ace the interview!	Fri., 2/3/2023 from 9:30 AM - 10:30 AM
<b>How to Use Recruiters:</b> Understand the different types of recruiters who can assist you, the role of recruiters in your job search, and how to build a clear strategy for working with recruiters.	Mon., 2/6/2023 from 9:30 AM - 10:30 AM
<b>Accomplishment Stories:</b> BE REMEMBERED...create memorable stories to deliver at your next interview highlighting past career accomplishments. Build these stories in advance--you'll be better prepared!	LOOK ON MARCH CALENDAR
<b>Working and Interviewing Remotely:</b> Learn good strategies for setting up a productive remote workspace and leveraging technologies for telecommuting/remote interviewing using online meeting tools.	Fri., 2/3/2023 from 11:30 AM - 12:30 PM

1/17/2023

All Technology Demonstration Trainings and Career Workshops are Free.  
Individuals are required to register for these workshops on their PA CareerLink® account at [www.pacareerlink.pa.gov](http://www.pacareerlink.pa.gov)

If assistance is needed, please call 610-280-1031 or email us at [pacareerlink@chesco.org](mailto:pacareerlink@chesco.org)



PA CareerLink® Chester County is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities

A proud partner of the [American Job Center](#) network