



April 2025

Basic Computer Workshops

Brought to you through a partnership with Goodwill Industries of the Columbia Willamette. Workshop Instruction provided by Goodwill Industries.

 Mondays Computer Lab 110 Computer Basics April 7 th – 9:00-10:30am April 7 th – 1:00-2:30pm April 14 th – 11am-12:30pm April 21 st – 9:00-10:30am April 21 st – 1:00-2:30pm April 28 th – 11am-12:30pm Gmail April 7 th – 11am-12:30pm April 28 th – 1:00-2:30pm Google Drive April 28 th – 9:00-10:30am Google Docs April 21 st – 11am-12:30pm Google Sheets April 14 th – 1:00-2:30pm MicroSoft Word April 14 th – 9:00-10:30am	 Tuesdays Computer Lab Computer Basics April 8 th – 11am-12:30pm April 15 th – 9:00-10:30am April 15 th – 1:00-2:30pm April 22 nd – 11am-12:30pm April 29 th – 9:00-10:30am April 29 th – 1:00-2:30pm Gmail April 15 th – 11am-12:30pm April 22 nd – 1:00-2:30pm Google Drive April 22 nd – 9:00-10:30am Google Docs April 29 th – 11am-12:30pm Google Sheets April 8 th – 1:00-2:30pm MicroSoft Word April 8 th – 9:00-10:30am
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Walk Ins are welcome! To ensure you have a computer seat in the workshop, please register in advance through your WorkSource account at myWorksource.org

Video Tutorial on how to register for WorkSource workshops <https://youtu.be/MdamTY2pYR4>

Class Descriptions

Computer Basics



Build a strong foundation in your educational journey by learning the basics of computer use. Starting with the basics of logging in, to accessing computer settings to personalize the user's experience; this class offers all computer users valuable information. Computer Basics works to assist those who haven't ever opened a computer, while enhancing the knowledge of casual users on how to get the most from their time spent in front of the computer screen.



Gmail

Learn to create, or better utilize, a Google Email (Gmail) account. This course offers students the opportunity to create an email account to assist in learning additional skills offered in our other Google Suite classes. The Gmail class will guide learners through the process of account creation and help them navigate the use of categories within their inbox, along with advanced features, such as creating professional signatures and utilizing filters and tools to enhance email productivity.



Google Drive

Gain a greater understanding of the power and use cases for Cloud Storage through the lens of Google Drive. Building upon the Gmail class, the Google Drive class offers students an introduction to the integration of the Google ecosystem. Students will learn the benefits of using cloud storage, allowing them to further understand how to upload, create, and interact with file storage. This class also introduces students to Google Drive for Businesses, reviewing the differences between Shared Drives and cloud file sharing.



Google Docs

Explore the potential of the free word processing software—Google Docs. This class (*which requires students to have a Google Account*) introduces students to the formatting of Google Docs and allows students to explore the system of drop-down menus to format, create, and insert objects into a document. Unique to this class, which is in a Cloud based software environment, instruction demonstrates the downloading, uploading, and sharing of Doc files.



Google Sheets

Build spreadsheet skills with the cloud-based, free software Google Sheets. This class, friendly to beginners with Google Accounts, allows an alternative to the Microsoft Excel class, while teaching many of the same skills. In this class, students become familiar with the user experience using Google Sheets, learn how to format cells, perform functions, and create graphs and tables.



Microsoft Word

Begin to master the spectrum of capabilities within Microsoft Word, gaining practical formatting skills and an introduction to advanced skills such as design and layout. Students will learn to navigate the tabs and ribbon within Word and understand how to use the tools that word processing software can provide to job seekers and employees in the workforce. This course provides a jumping off point into the multitude of software offered through Microsoft Office.