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2 Closed for the Holiday	3	4	5 Intro to Office 1:00PM—2:00 PM Word: Formatting Paragraphs 2:30PM—4:00PM	6
9	10 Career Change Essentials with Ken 9:30AM—11:00AM Job Search Options with Ken 1:30PM—3:00PM	11 Interview Strategies Soft Skills & Selling Oneself with Russ 10:00AM—12:00PM	12 Using LinkedIn effectively with Sara 10:30 AM—12:00 PM LinkedIn Computer Basics Open Forum 1:00PM—2:30PM	13
16	17 Stress Management with Ken 1:30PM—3:00PM	18 Work Place Success Etiquette & Dress with Mariel 10:00AM—11:30AM	19 Excel for Beginners 1:00PM—2:30PM PowerPoint for Beginners 2:30PM—4:00PM Overcoming Job Search Frustration-Staying Motivated with Russ 10:00AM—12:00 PM	20
23	24 LinkedIn Settings with Sara 10:30 AM—12:00PM LinkedIn	25 Mass Career Info Website essentials with Ken 9:30AM-11:00AM Interviewing Strategies: Acing the Phone Interview with Mariel 10:00AM—11:30AM	26 Computer Basic Open Forum 1:00PM—2:30 PM Job Search Strategies: Avoiding the “resume black hole” with Russ 10:00AM—12:00PM	27
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Registration is required for all workshops!
Call 781-356-9186 or email Braintree@1lifeatatime.org

Computer Workshop Descriptions

Computer Basics & Using a Flash Drive - This is a **beginners** course for those who want an introduction to computers. You will learn how to properly turn the computer on/off, how the computer works, understand technical terminology, use the keyboard and mouse and understand technical terminology. You will also learn what a flash drive is and how to properly use it to save and open your documents.

Email 101 - Basic overview on how to use your email (Yahoo, Gmail, Hotmail, Comcast, Verizon, ect.). This is primarily for those who need help signing into their email. You will learn how to send an email, add an attachment to a message and learn a few basic email etiquette rules.

Excel for Beginners - Excel 2007 is another program that is part of the Microsoft Office Suite. This workshop is for those who want to learn the basics on how to create a spreadsheet, enter both text and data, and format cells.

Excel: Formulas, Functions, and Tables* - This is an **intermediate** workshop for people who know the basics of creating a spreadsheet and want to learn more about how to use functions to help enhance spreadsheets and workbooks. The Formulas and Functions that will be discussed are: the basic formula, SUM, AVERAGE, and the IF function. You will also learn how to use tables to sort data.

How To Effectively Use LinkedIn - This is an **introductory** workshop for anyone who would like to learn *how to create a LinkedIn profile*, make connections and establish a network, change the profile settings, and utilize it for your job search. There will be time at the end of the workshop to have your picture taken for your profile if you need to do so.

Intro to Office 2007 - This workshop introduces the 2007 version of Microsoft Office (introducing the Ribbon and the Office Button), and all of the new features!

Word for Beginners - Word 2007 is part of the Microsoft Office Suite. This workshop is for **beginners** who want to learn word processing and the basics in getting started.

Job Searching Using the Internet - This workshop will cover some of the best job searching sites and how to navigate, create profiles, set email alerts and conduct effective searches online.

Mail Merge in Word* ^{NEW!!} - This is an **intermediate** course for those who want to learn an advanced tool in Word. This workshop will cover how to set up a letter, creating a recipient list, and merging the document.

Outlook For Beginners - Outlook 2007 is another program that is part of the Microsoft Office Suite. This workshop focuses on the Inbox which includes sending and receiving emails as well as organizing the inbox.

Outlook: Outside the Inbox* - This workshop covers everything *outside* of the Inbox in Outlook, i.e., Calendar, Contacts, and Tasks.

PowerPoint for Beginners - PowerPoint 2007 is a presentation program, and another part of the Microsoft Office Suite. This workshop covers *everything* you would need to know to create a professional presentation.

PowerPoint: Charts & Graphs* - This is an **intermediate** course for anyone who wants to add graphs/charts to their presentation to improve the various types of information that is presented in a quantitative way.

Résumé Formatting Using Word - Need help formatting your resume? This session is reserved for those who would like individual *expert* help with creating a résumé or making résumé edits in Word.

Using Craig's List & Attaching your Résumé - This is a beginner's workshop for anyone who needs help learning how to search for jobs on Craigslist.org and how to email their résumé to positions that interest them.

Using Pivot Tables in Excel* - You will learn about how to create Pivot Tables in Excel to understand large amounts of data using a customizable tool.

What is Access - This workshop will give you an overview of the Access interface.

Career Workshop Descriptions

Networking Techniques - You will learn a variety of tips and tricks to help **make you a successful networker!**

Interview Techniques - This workshop discusses how to interview. You will learn what types of questions to ask, how to prepare for an interview, and best answers to the most common interview questions. This is one workshop you don't want to miss!

Staying Motivated While Unemployed - You will learn the best practices for how to stay positive while job searching.