

Computer Basics for the Jobseeker

Learn the basics of how computers work, how to use the Internet to find work, and how to use a computer in the workplace.

- How to start and shut down a computer with a Windows operating system
- Mouse control
- Single and double clicking
- How to open and close programs
- Basic File Management
- Moving and resizing windows
- Using the Recycle Bin
- Creating and Using folders
- Using Help and Support features
- Browsers, Search Engines, Job Search Engines
- How to identify secure sites



The perfect workshop for individuals who have never used a computer or who need a refresher on basic computer use.

This is a 6-hour, hands-on workshop.
(2 days, 3 hours per day)

NO computer experience required.

To Register for this FREE Workshop, contact the American Job Center Office Nearest You Today

americanjobcenter
EASTERN CT

Danielson • 95 Westcott Road • 860-412-7000

Willimantic • 1320 Main Street, Tyler Square • 860-450-7603

New London • Shaw's Cove Six • 860-439-7670 option 6

Norwich • 113 Salem Turnpike, North Bldg., Suite 200 • 860-859-5777

To learn more about the wide range of workshops available, visit www.ewib.org/workshops#links or www.ct.gov/dol.

Not all workshops are available every month. Certain workshops may require a minimum number of participants to avoid cancellation. Please check the monthly calendar for availability.



This workshop is funded in whole, or in part, by the Eastern CT Workforce Investment Board (EWIB) through a variety of state and federal funding sources. This program is an equal opportunity employer program; auxiliary aids and services are available upon request to individuals with disabilities.

Rev. 10/16