Interfaith Outreach™

Igniting the power of community

Employment Services

JOB SEARCH COMPUTER LAB

Open Hours:

Monday: 9 a.m.–noon, 3–5 p.m.

Tuesday: 9 a.m.–noon, 3–5 p.m.

Wednesday: 9 a.m.–noon, 3–5 p.m.
   5–8 p.m. (1st and 3rd Wednesdays)

Thursday: 9 a.m.–noon

Friday: 9 a.m.–noon

Assistance and Job Search Support available!

- **Job applications**
- **Cover Letters**
- **Resumes**

For more information, contact:

Josh Katzenmeyer
Employment Training Coordinator
jkatzenmeyer@iocp.org
763-489-7709

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COMPUTER TUTORING

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Basic Computer: This 3 part series includes Basic Computer, Internet, and Email. Find out how to open programs and files, search the internet, learn safety tips and create your own email address!

Windows OS: Learn the basics of how to use your computer! Topics include how to: open a program, use icons and the task bar, working with program windows, use the desktop, and file management.

Professional Keyboarding: This is a pre-requisite for all of the classes except Windows OS. Come learn proper keyboarding techniques, and improve your typing skills!

Microsoft Word: This class is an introduction to Microsoft Word, a program used to create documents such as letters, reports, and resumes. Topics include how to: change the font and page layout, print, spell check, format, and insert images.

Microsoft PowerPoint: Discover how you can create professional presentations for employment or educational opportunities! Topics include how to: create and view a slideshow, add graphics and links to videos and music, use animations and transitions.

Microsoft Excel: Explore this spreadsheet program and how to set up personal budgets, create spreadsheets for businesses and use basic formulas. Topics include how to: format cells, sort and filter data, add headers and footers, set a print area, create charts and graphs, use templates.

LinkedIn: Find out how to maintain your professional identity with this online networking tool. Learn how to use LinkedIn as a job search tool including finding people, using groups, and locating job postings.

Cloud Storage with Google Drive: Learn how files and folders are stored on your computer and use this knowledge to organize files and folders, store files on Google Drive, share files with others, and collaborate on documents using auto-save, simultaneous editing, comments, and messages.

Microsoft Outlook: Learn how to manage your email, calendars, contacts, and tasks with this widely used productivity management tool.

Advanced Internet & Email: Make the most of the Internet using advanced searching techniques, bookmarking, and email filtering. Learn do's and don'ts of email etiquette, signatures, out of office messages, and Internet safety.

To set up an appointment, contact:

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