

ZOOM BASICS

Course Description:

Registration is required. Call 306-986-2873



1. Why have remote meetings?
2. Why use Zoom in particular?
3. Practice joining a Zoom meeting.
4. Learn tips and tricks, including how to use chat, employ reactions, and mute both audio and video.
5. Become familiar with the etiquette for remote meetings.
6. Learn how to create your own account (if interested).
7. What are some similar programs?

EMAIL BASICS

Course Description:



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1. Why do we use email?
2. What are some of the common email services?
3. How to create and access your own email account (if interested).
4. How to write and send an email.
5. How to receive and open an email.
6. Sending and receiving attachments.
7. Tips for managing your inbox.
8. What is spam?

INTERNET SAFETY

Course Description:

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1. Why is safety on the internet important?
2. The difference between personal and private information.
3. The need for strong passwords, as well as what makes a password strong.
4. What are cookies, and how can they effect me?
5. How to identify and respond to phishing.
6. Understand what viruses and malware are, as well as how to protect your computer from them.
7. How to identify misinformation online and find reliable sources.

LINKEDIN BASICS

Course Description:



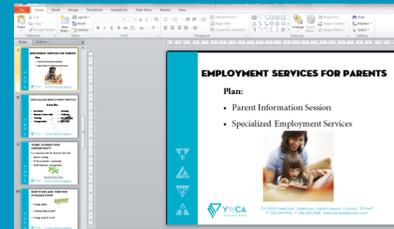
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1. What is LinkedIn?
2. How to create a LinkedIn profile, as well as how to make your profile more effective.
3. Tips for building a network, including finding and adding others and using LinkedIn Groups.
4. How can you use LinkedIn in your day-to-day life to search for jobs?
5. How do employers use LinkedIn in *their* day-to-day life to search for employees?
6. Ways of managing your account and getting support if needed.

POWERPOINT BASICS

Course Description:

Registration is required. Call 306-986-2873



1. Discover what makes for an effective PowerPoint presentation.
2. Learn to select a format for a presentation.
3. Understand how to add, edit and manipulate text.
4. Become familiar with how to add and arrange slides, and the differences between text placeholders and text boxes.
5. Comprehend how to insert and work with images, shapes and other graphic objects.
6. Add transitions and animations to slides and text, as well as how to use speaker notes.
7. Practice delivering a PowerPoint of your own.