ZOOM
BASICS

COURSE DESCRIPTION:

- Why have remote meetings?
- Why use zoom in particular?
- Practice joining a zoom meeting
- Learn tips and tricks , including how to use chat, employ reactions and mute both audio & visual
- Become familiar with the etiquette for remote meetings

- Learn how to create your own account
- Discover similar platforms and programs to Zoom

REGISTRATION IS REQUIRED

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YWCA
SASKATOON

EMAIL
BASICS

COURSE DESCRIPTION:

- Why do we use email?
- What are some of the common email services?
- How to create and access your own email
- How to write and send an email
- How to recieve and open an email

- Sending and receiving attachments via email
- Tips for managing your inbox
- What is spam?

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INTERNET
SAFETY

COURSE DESCRIPTION:

- Why is safety on the internet important?
- The difference between personal and private information
- The need for strong passwords, as well as what makes a strong password
- What are cookies, and how can they effect me?

- How to identify and respond to phishing
- Understand what viruses and malware are, as well how to protect your computer from them
- How to identify misinformation online and find reliable sources

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LINKEDIN
BASICS

COURSE DESCRIPTION:

- What is LinkedIn?
- How to create a profile on LinkedIn, as well as how to make your profile more effective
- Tips for building a network, including finding groups and adding others using LinkedIn Groups

- How can you use LinkedIn in your day-to-day life
- How do employers use LinkedIn for their day-to-day search for employees
- Ways of managing your account and getting support if needed

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POWERPOINT
BASICS

COURSE DESCRIPTION:

- Discover what makes an effective PowerPoint presentation
- Learn to select a format for a presentation
- Understand how to add, edit and manipulate text
- Become familiar with how to add and arrange slides

- Learn the difference between text placeholders and text boxes
- Comprehend how to insert and work with images
- Add transitions and animations to slides and text
- Practice delivering a PowerPoint of your own

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