

Free Basic Computer Classes

Do you need help with basic Computer Skills, or assistance with a Job Application, Resume or Cover Letter?

If so, we can help!



LITERACY VOLUNTEERS OF BROOME-TIOGA COUNTIES
IS OFFERING FREE BASIC COMPUTER CLASSES TO HELP IMPROVE
YOUR COMPUTER SKILLS AND EMPLOYMENT OPPORTUNITIES.

Basic Computer Skills

Unsure how to use a personal computer? Or maybe you just need a refresher? Learn the basics of using the mouse, keyboard, and explore hardware & software terms. Using the Windows 10 operating system, explore the Start Menu, Icons, Windows basics and the use of Ribbons in Microsoft Word. Overview of storage drives, using a Flash Drive, Files & Folders. Review of keyboarding basics.

No pre-requisite required.

Basics of Microsoft Windows & Word

Learn how to work with Microsoft Office files, folders and menus. Create a file in MS Word and save it in Windows. **Pre-requisite (helps but not required): “Basic Computer Skills” course or basic mouse skills, keyboard knowledge & some computer use.**

Email Basics

Whether you have never used e-mail, or would like practice using your email account, this workshop will cover all the basics. You will be guided through setting up a new account; creating, sending, and answering emails; and using your program more efficiently. Also covered will be how to send an attachment (document and picture files), setting up and keeping passwords safe and keeping your account secure online. **No pre-requisite required. NOTE - If using a pre-existing email account, student must know email address and password to access their account in class, also bring cell phone to access account.**

Applying for Jobs Online

Looking for employment? Have questions navigating web sites when applying for jobs? This workshop will offer tips on how to apply for jobs online, with a list of things you need to know before you apply. Hands on practice, for both novice and experienced job seekers alike. **No pre-requisite required.**

Social Networking for Job Seekers

Learn how the use of Social Media and your online presence may impact your personal, professional and employment success. Using the popular platform of Facebook, we will explore privacy settings, profile building and account management. Bring your questions! **No pre-requisite required.**

Resume & Cover Letter Success

Need a resume or cover letter updated? Call for an appointment for a one-to-one session with staff for a resume or cover letter that can bring success to your employment search. **No pre-requisite required.**

**All sessions are “One-on-One” by appointment only at this time,
please call to schedule an appointment!**



Literacy Volunteers of Broome-Tioga Counties, Inc.
Located in the Broome County Public Library
185 Court Street, Binghamton, NY 13901
Phone: (607) 778-6406 - Email: LVBTC5@gmail.com