

**ANCHORAGE MIDTOWN JOB CENTER**

# Computer Skills Workshop



**Anchorage Midtown Job Center**  
3301 Eagle St., Room 104

**Register in ALEXsys  
before attending!**  
**Only 15 seats available.**



This workshop is an overview of basic computer skills and how to use those skills when applying for jobs. It includes a total of eight classes held twice a week for four weeks.

**Learn the basics of operating a computer and use those skills to:**

- Complete online applications
- Use the features of Microsoft Word to put together an effective resumé and cover letter
- Understand how to save documents to storage devices so you can use them for different applications



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