

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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