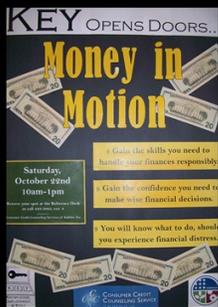




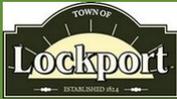
KEY: KNOWLEDGE, EMPLOYMENT, & YOU!

@ THE LOCKPORT PUBLIC LIBRARY



So far...

- ⇒ Offered **2568** hours of Workforce Development training
- ⇒ Trained **1322** people in Basic Internet & Computer skills
- ⇒ Provided **1347** hours of point-of-need reference service
- ⇒ Performed **279** one-on-one training sessions



These classes have enabled me to do on-line classes and therefore get the education I have always desired.

- Teresa

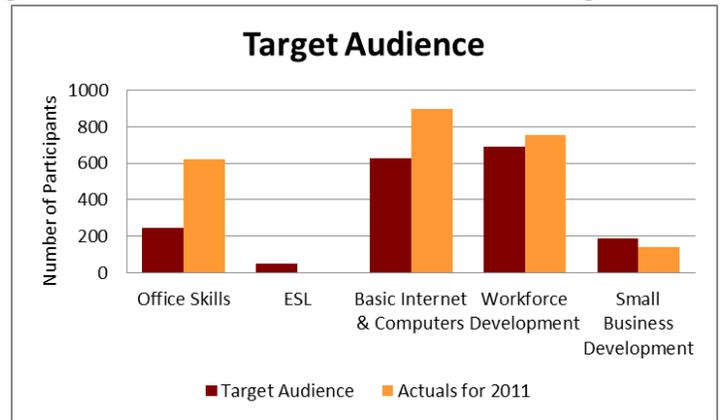
This was a terrific way to gain in demand skills employers are looking for. Thank you for taking the time and effort to implement this valuable program.

- Judy

I was recently hired as an office manager at a local company. ... While I have plenty of management experience, my hands on experience with Excel was very limited. This class gave me the basic skills and confidence to work with existing excel reports, improve them and to create new reports. Very beneficial.

- Robert

This program has begun to bring me out of the "dark ages"!



Classes

@ the Lockport Public Library

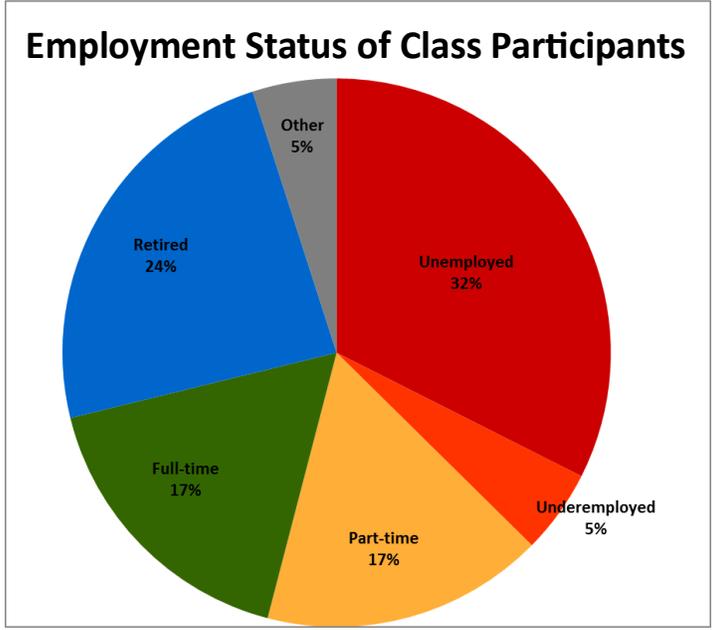
Email Basics
Learn the basics of Yahoo! Mail. Topics include managing your mail, attachments, organizing your contacts, and more.

Resume Writing Workshop
Create a great resume that fits your job history.

Job Searching Online
Discover the resources and find the job that's right for you. KEY Trainers will lead you through online resources to assist you in your job search.

Niagara County Community College Classes @ the Lockport Public Library

- Introduction to Computer Basics**
This basic course is designed for beginners to learn effectively through practice using up-to-date equipment.
- Introduction to Microsoft Windows**
An overview of computer hardware, software, and the use of the Microsoft Windows operating system.
- Introduction to the Internet**
The basics of using the internet through basic terminology and searches.
- Introduction to Keyboarding**
Learn touch-typing skills and basic techniques.
- Introduction to Microsoft Office**
An introduction to the various programs that comprise the Microsoft Office Suite including: Word, Excel, Access, and PowerPoint.
- Introduction to PowerPoint 2010**
Create professional looking presentations.
- Introduction to Word 2010**
Understand word processing and document preparation.
- Introduction to Excel 2010**
Learn the basic concepts and applications of Excel including worksheets, formulas, spreadsheets, and charting.
- Communication Skills**
Communicate effectively at home and at work.
- Here's My Resume - Where's My Job**
Identify key attitudes and get suggestions for becoming more self-directed and confident in the job search.



I am currently unemployed and am trying to update my computer skills in order to improve my chance of getting a job.

-Debbie



I became employed at the Wall-Mart in Lockport due to what these people ... taught me about feeling secure in learning something new and being able to apply it. They do a great service in this area.

- Michael

1-on-1 Computer Assistance

Hour long sessions are available for individuals in need of help with computer literacy and workforce assistance. Topics have included...

- Help with Kindles, Nooks, iPads, and other eReaders
- Setting up and using email
- Advanced internet searching
- Computer basics
- Job searches
- Creating a resume