

Computers Made EASY

Learn the basics of how computers work, how to use the Internet to find work, and how to use a computer in the workplace.

- How to start and shut down a computer with a Windows operating system
- Mouse control
- Single and double clicking
- How to open and close programs
- Basic File Management
- Moving and resizing windows
- Using the Recycle Bin
- Creating and Using folders
- Using Help and Support features
- Browsers, Search Engines, Job Search Engines
- How to identify secure sites



The perfect workshop for individuals who have never used a computer or who need a refresher on basic computer use.

This is a 3-hour, hands-on workshop.
NO computer experience required.

Register for this FREE Workshop at the AJC East Office nearest you or online at cthires.com!

americanjobcenter
EAST

**NEW OFFICE Montville • 601 Norwich New London Turnpike,
Suite 1, Uncasville • 860-848-5240**

**NEW LOCATION Danielson • 562 Westcott Road • 860-774-4077
Willimantic • Tyler Square, 1320 Main Street • 860-450-7603**

NOTE: The Norwich and New London Offices closed in March 2018.

To learn more about the wide range of workshops available, visit EWIB.org/workshops#links, CTHires.com or JobCenterCT.com.

Not all workshops are available every month or in every location. Check the monthly calendar for availability.

Some workshops require a minimum number of participants to avoid cancellation.

Many of these workshops are funded in whole, or in part, by the Eastern CT Workforce Investment Board (EWIB) through a variety of state and federal funding sources.

This program is an equal opportunity employer program; auxiliary aids and services are available upon request to individuals with disabilities.



Rev. 4/2018