



Community Workshops for **October 2019**

Date(s)	Time	Class	Description	Presenter
Tuesday, 10/15	9:30a – 11:30a	Intro to Word*	Microsoft Word is a word processing program that users can use to type documents and create files that can be saved and used as infographics, brochures and even flyers. This workshop will show users the different functions and helpful tools to create and save documents with Microsoft Word.	Lauren-Colby Nickels MS State University Extension Service
Tuesday, 10/15	12:30p – 2:30p	Resume Building/Interview Skills	The hardest part about getting a job is getting the job! This workshop will cover the basics of creating the perfect resume and cover letter as well as the basics of interview etiquette.	Lauren-Colby Nickels MS State University Extension Service
Wednesday, 10/16	9:30a – 11:30a	Intro to Excel*	Microsoft Excel is a spreadsheet program that helps users create grids of numbers, text and formulas. In this workshop, participants will learn how to create, edit, save and print basic spreadsheets that can be used for recording expenditures and income, planning budgets and creating chart data.	Jamie Varner, MS State University Extension Service
Thursday, 10/24	9a – 11a and 1p – 3p	Digital Career Accelerator Program	Goodwill of MS and Google have partnered to teach basic and mid-level digital and computer skills to the public. Earn a Digital Skills Certification that may help open doors for better job opportunities. Classes meet the fourth Thursday of each month with the option to practice at home. Register for either the 9a – 11a or the 1p – 3p sessions.	Lou Johnson-Jones, Goodwill Industries

- Please be on time. A grace period of ten minutes will be allowed.
- Workshops are subject to cancellation or rescheduling. In this event, we will attempt to reach all registered participants. Call 601.859.7609 to check class availability.
- No children allowed at workshops.
- * This class requires students to have the following basic skills: use of a keyboard, use of a mouse, and the ability to navigate a desktop menu. For these classes. students should be comfortable using Microsoft Windows.