

Online Chester County Workshops for Job Seekers

| TECHNOLOGY DEMONSTRATION TRAINING | Upcoming Dates |
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| Microsoft Windows 11: Navigate Windows 11 by exploring different features and becoming more comfortable with terminology. Learn to create folders and move files, plus some valuable computer settings. | LOOK ON FUTURE CALENDAR |
| Microsoft Outlook: Wondering how to stay organized on the job? This Outlook session will show how to navigate the interface, manage and organize emails, and work with calendar and tasks. | LOOK ON FUTURE CALENDAR |
| Microsoft Word 1 - Resume Formatting Tips: Learn some great formatting tips for building your resume. Lessons in layout, headings, bulleted lists and formatting techniques to help you create a professional looking resume! | Fri., 8/22/2025 from 1:30 PM - 2:30 PM IN PERSON! |
| Microsoft Word 2 - Tables and Tabs: Further manage your Word documents. This class will include how to create and modify Tables more efficiently, and work with Tabs correctly by learning the different types of tabs. | LOOK ON FUTURE CALENDAR |
| Microsoft Word 3 - Mail Merge: Use the Mail Merge Wizard to create valuable documents in Word. Create a recipient list, sort records, insert merge fields into a document, preview merged data, and create labels. | LOOK ON FUTURE CALENDAR |
| Microsoft Excel 1 - Basic Formula Writing: Explore the Excel interface: ribbon, formula and status bar. Learn to select cells & build a basic formula. Discover how AutoFill and AutoSum Button/List make working in Excel easy! | Fri., 8/15/2025 from 9:30 AM - 10:30 AM |
| Microsoft Excel 2 - Named Ranges and Page Set-up: Learn how to use named ranges...assigning names to a cell or range of cells in a workbook. Also learn page set-up techniques to get Excel spreadsheets to look great when printed. | LOOK ON FUTURE CALENDAR |
| Microsoft Excel 3 - PivotTables: PivotTables, a powerful tool for summarizing, analyzing, exploring and presenting data, extracted from larger amounts of data elsewhere in an Excel workbook. Come learn the basics! | Fri., 8/15/2025 from 1:30 PM - 2:30 PM |
| Microsoft Excel 4 - Functions Employers Value: Learn the Excel functions employers value: IF statements, VLOOKUP, TRIM, RIGHT and LEFT, plus a basic review of Basic Math (PEMDAS) for formula writing. | Fri., 8/29/2025 from 1:30 PM - 2:30 PM |
| Microsoft Excel 5 - PivotTables...Beyond the Basics: This session will teach you how to use built-in calculations like ranking, running totals, and calculated fields. You'll also learn how to connect multiple lists and get introduced to Power Pivot. We'll wrap up by creating an interactive dashboard using multiple lists and pivot tables. | Fri., 8/29/2025 from 9:30 AM - 10:30 AM |
| Microsoft PowerPoint: Looking to create a presentation? Learn how to create a document, open/save files, create new slides, format text/shapes, insert graphics, and use the sorter and slide show views. | Fri., 8/22/2025 from 11:30 AM - 12:30 PM IN PERSON! |
| QuickBooks 1 - Data Entry: Get started with QuickBooks by understanding the interface, learning common accounting terms, work with the chart of accounts, and how to add and edit QuickBooks lists. | Fri., 8/22/2025 from 9:30 AM - 10:30 AM IN PERSON! |
| QuickBooks 2 - Create & Edit Invoices: Learn how to create/edit invoices and bills, process payments, reconcile your accounts to verify your QuickBooks account records match with the bank's records. | LOOK ON FUTURE CALENDAR |
| Adobe PDF: Learn how to download Adobe Reader, set to default to PDF vs. HTML, save and open a PDF document, navigate a PDF document, and open a PDF document in Microsoft Word. | Fri., 8/29/2025 from 11:30 AM - 12:30 PM |

| TECHNOLOGY DEMONSTRATIONS & CAREER WORKSHOPS | Upcoming Dates |
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| Microsoft Access 1 - Creating Tables: Access is a great relational database app. Understand how to create tables that link together. Learn about data types, primary key and properties of fields you track in a datasheet. | LOOK ON FUTURE CALENDAR |
| Microsoft Access 2 - Querying Data: How to get the information out of the database? Learn to create and run queries in Access to analyze information from tables or to extract data for a form or report. | LOOK ON FUTURE CALENDAR |
| How to Use Zoom: Tutorial on how to participate in an online Zoom meeting -- learn tips on the Zoom interface, chat window, and screen sharing features. | LOOK ON FUTURE CALENDAR |
| LinkedIn Advanced: Learn some valuable tricks and tips that can make LinkedIn work better for you. Employers are checking you out online; you want a Profile that professionally presents your skillset! | Fri., 8/15/2025 from 11:30 AM - 12:30 PM |
| Leveraging AI for Job Search Success: Join our dynamic and interactive workshop designed to harness the power of AI in elevating your job search strategy. Learn how to comfortably use AI tools to craft tailored resumes, compelling cover letters, and standout LinkedIn profiles. | Mon., 8/18/2025 from 9:30 AM - 11:00 AM |
| Changing Careers and Transferable Skills: Create a path for successful career change. Learn how to navigate your career transition, and understand what transferable skills are any why they are valuable in a career change. Discover the difference between hard and soft skills. | LOOK ON FUTURE CALENDAR |
| Management Level Interviewing Tips: Learn interview strategies for senior level jobseekers, and how to actively communicate information you want the interviewer to know. Pick up good tips to ace the interview! | LOOK ON FUTURE CALENDAR |
| Job Search Applications & Keyword Tips: <i>Good session for job seekers new to computers!</i> Pick up some great suggestions on how best to apply for jobs. Learn some helpful tips on completing job applications, and using keywords and phrases to grab the hiring manager's attention. | LOOK ON FUTURE CALENDAR |
| Branding & Elevator Speeches: Discover how to effectively communicate your brand to a prospective employer. Learn about creating an elevator speech to use for networking events and interview introduction. | Fri., 8/8/2025 from 11:30 AM - 12:30 PM |
| Returning to the Workforce: Do you have specific barriers to overcome like incarceration, personal illness, raising a family, or post-retirement re-entry? Come to this workshop and learn some new strategies to help you move forward in your career. | Fri., 8/8/2025 from 1:30 PM - 2:30 PM |
| How to Use Recruiters: Understand the different types of recruiters who can assist you, the role of recruiters in your job search, and how to build a clear strategy for working with recruiters. | Mon., 8/18/2025 from 2:00 PM - 3:00 PM |
| Accomplishment Stories: BE REMEMBERED...create memorable stories to deliver at your next interview highlighting past career accomplishments. Build these stories in advance--you'll be better prepared! | Fri., 8/8/2025 from 9:30 AM - 10:30 AM |
| Working and Interviewing Remotely: Learn good strategies for setting up a productive remote workspace and leveraging technologies for telecommuting/remote interviewing using online meeting tools. | Mon., 8/18/2025 from 12:00 PM - 1:00 PM |

All Technology Demonstration Trainings and Career Workshops are Free. Individuals are required to register for these workshops on their PA CareerLink® account at www.pacareerlink.pa.gov

If assistance is needed, please call 610-280-1031 or email us at pacareerlink@chesco.org



PA CareerLink® Chester County is an equal opportunity employer/program. Auxiliary aides and services are available upon request to individuals with disabilities.

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