

# FREE COMPUTER ASSISTANCE

## for job seekers

THE NEWARK PUBLIC LIBRARY | 5 Washington Street, Newark, NJ 07102  
Technology Training Center, Third Floor | 973-733-3603



May 2017

**DROP-IN TUESDAYS, 1:00-4:00 pm**  
May 2, 9, 16, and 23 (No class May 30)

**DROP-IN THURSDAYS, 10:00 am-1:00 pm**  
May 4, 11, 18, and 25

**DROP-IN SATURDAYS, 10:00 am-1:00 pm**  
May 6, 13, and 20 (No class May 27)

Drop in to meet the computer and technology tutor for assistance with topics like:

- Resume Preparation\*
- Job Searches
- Job Applications
- and more!

**\*Resume students:** Bring a list of the schools you attended with dates of attendance and of the jobs you have held with the names of employers and with the dates you held them, along with notes about your responsibilities in those jobs. So that you can save your work, bring a flash drive (sold for \$7.50 at the VTC desk).

You can also ask questions about:

- Getting started using the mouse
- Internet searching
- How to set up a Gmail account
- Email attachments
- Microsoft Word
- Excel formatting and formulas
- PowerPoint
- and more

*Please note that, when others are waiting, your session may be limited to 20 minutes.*

