



To the best of our knowledge, the services on the sites listed below are free of charge.

COMPUTER SKILLS DEVELOPMENT

Tutorials on basic computer skills and various software—<http://qcflernfree.org>

Basic computer instruction—<http://ctdlc.org/remediation/>

Beginning Microsoft Word, Excel, and Windows. Beginning and intermediate Paint Shop Pro and Macromedia Flash—<http://www.baycongroup.com>

E-mail and Microsoft Word, Excel, Access, PowerPoint, FrontPage—<http://www.fqcu.edu/support/office2000/word/index.html>

Microsoft Word, Excel, Access, PowerPoint, and Windows; Adobe Acrobat, Illustrator, Dreamweaver, and Photoshop—<http://www.bgsu.edu/offices/cio/studenttech/tutorial/index.html#software>

Microsoft PowerPoint—http://www.iupui.edu/%7Ewebtrain/tutorials/powerpoint2000_basics.html

Microsoft Excel—<http://www.usd.edu/trio/tut/excel/>

Official Microsoft training site—<http://office.microsoft.com/en-us/training/default.aspx>

Links to software training sites—<http://www.lib.ua.edu/randd/instruction/helpsites.html>

Mouse tutorial—www.mesalibrary.org/research/mouse/page01.htm

Mouserobics—<http://www.ckls.org/~crippel/computerlab/tutorials/mouse/page1.html>

TYPING SKILLS

Typing tutorial—<http://www.typeonline.co.uk>

Typing test—<http://www.careerstep.com/site/page=typingtest>

Typing test—<http://www.mrkent.com/kb/kbtest.htm>

GENERAL SKILLS

GED practice—<http://steckvaughn.harcourtachieve.com/en-US/gedpractice>

Guide to grammar and writing—<http://grammar.ccc.commnet.edu/grammar/>

Math—<http://gcflearnfree.org>

Math—<http://www.math.com>

Algebra—<http://www.algebrahelp.com/>

SOFT SKILLS

Banking tutorial—http://www.pueblo.gsa.gov/cic_text/money/handsbanking/handsbanking.htm

Various video tutorials—http://www.careerinfonet.org/videos_by_ability.asp?id=27&nodeid=31

Various tutorials—<http://www.goodwill.org/page/guest/jobseekers>

MONEY SKILLS

<http://gcflearnfree.org>

WWW.KEYTRAIN.COM

Having strong skills in a variety of areas is important in today's job market. If you need to refresh some of your skills, ask a Job Service employee to set up an account so you can use this site.

BASIC SKILLS

To brush up on your basic skills, you will take pre-tests in the areas of your choice and then work on assigned lessons.

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|--------------------------|--------------|
| *Reading for Information | *Writing |
| *Applied Mathematics | *Listening |
| *Locating Information | *Observation |
| *Applied Technology | *Teamwork |

CAREER SKILLS

Instruction in the following areas will help ensure success on the job.

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|-----------------------|--------------------------|
| *Business Etiquette | *Work Habits |
| *Communication Skills | *Workplace Effectiveness |
| *The Job Search | |