

FREE Computer Training 🖋️ Learn Microsoft and More!



From Goodwill Industries of the Southern Piedmont <community@goodwillsp.org>
To <sjohnston@tuesdayforumcharlotte.org>
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Learn basic computer skills for the new year –
enroll now!



Computer Basics Training Course

About the Course:

Learn how to properly use a computer in Goodwill's free Computer Basics training course. During the in-person, instructor-led workshop, participants will learn basic computer skills, like navigating the computer, working with the

desktop, utilizing the taskbar and more. After the workshop, participants will have the opportunity to utilize Goodwill University's computer lab to access a variety of tutorial games for extra practice.

Course Format:

Goodwill's free Computer Basics course lasts one day. The first three hours (9 a.m. – 12 p.m.) will be focused on instructor-led training, while the last three hours (12 – 3 p.m.) are optional lab hours where you'll have the opportunity to practice your new skillset.

Registration Periods:

Now - January 10 and Now - January 24

Training Dates:

January 12 and January 26

[More info about the course and how to get started](#)

Microsoft Essentials Training Course

About the Course:

Goodwill's free Microsoft Essentials training course will teach you the ins and outs of Microsoft Word, Excel and PowerPoint—three systems many hiring employers want their candidates to know how to use. Goodwill's Microsoft Essentials training course, which we call "Microsoft Essentials for Business," is an instructor-led virtual training class designed with lectures, daily exercises and a final project integrating all three productivity tools: Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

Course Format:

Goodwill's free Microsoft Essentials training course lasts three weeks. Class meets virtually Tuesday – Friday from 10 a.m. – 12 p.m.

Registration Period:

December 27 - January 7

Training Dates:

January 11 - 28

[More info about the course and how to get started](#)

Microsoft Excel Certification Course

About the Course:

Goodwill's advanced Microsoft Excel Certification course is a free training course that covers the ins and outs of Microsoft Excel and prepares you for the Microsoft Office Specialist: Excel Associate certification exam. This Microsoft Excel Certification course, which we refer to as "Microsoft Office Specialist – Excel," is a hybrid training course, meaning parts are virtual while others are in-person. The course is designed with lectures, hands-on exercises and a final certification preparation activity.

Course Format:

Goodwill's free Microsoft Excel Certification course lasts five weeks. Class meets Tuesday – Friday from 1 – 3 p.m. Weeks 1 – 3 are class instruction, Week 4 is general practice assessments and Week 5 is the final Microsoft Excel assessment.

Registration Period:

Now - January 7

Training Dates:

January 18 - February 18

[More info about the course and how to get started](#)



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