

ONLINE LEARNING MODULES

Listed below are self-paced tutorials to help jobseekers prepare for and keep a job. This means these lessons are available when you are, on your schedule. You can view one lesson or an entire tutorial. And you don't have to create an account or sign in; you can start learning and preparing immediately.



BASIC COMPUTER SKILLS

Basic Computer Skills: <https://www.gcflearnfree.org/topics/computers/>

Windows: <https://www.gcflearnfree.org/topics/windows/>

MICROSOFT OFFICE APPLICATIONS

Word 2016 <https://www.gcflearnfree.org/word2016/>

Excel <https://www.gcflearnfree.org/excel2016/>

PowerPoint <https://www.gcflearnfree.org/powerpoint2016/>

TYPING SKILLS

Typing: <https://www.gcflearnfree.org/typing/typing/1/>

JOB SEARCH SKILLS & TOOLS

Job Applications: <https://www.gcflearnfree.org/jobapplications/>

Resume Writing: <https://www.gcflearnfree.org/resumewriting/>

Cover Letters: <https://www.gcflearnfree.org/coverletters/>

Interviewing Skills: <https://www.gcflearnfree.org/interviewingskills/>

SOFT SKILLS AND COMMUNICATIONS STRATEGIES

Business Communication: <https://www.gcflearnfree.org/business-communication/>

Job Success Strategies: <https://www.gcflearnfree.org/jobsuccess>