

# SELF-PACED COMPUTERIZED TUTORIALS OFFERED AT NO COST TO YOU



## COMPUTER LAB

Chicago Workforce Center  
at Pilsen  
1700 W. 18th Street  
Chicago, IL 60608  
312.994.8300

- Improve your skills to obtain your GED
- Open doors of opportunities by enhancing your English
- Practice your keyboarding skills

### Computer Tutorials Available in:

- Access—Database
- Excel—Spreadsheet
- Outlook—Desktop Information Manager
- Create:
  - Email
  - Calendar
  - Address Book
- PowerPoint—Graphic Presentations
- Word—Word Processing

### Introduction to PCs and Software

Open Lab Hours:

Monday, Wednesday, Thursday—12:00 p.m.-4:30 p.m.

Tuesday—12:00 p.m.-2:00 p.m.

Friday—8:30 a.m.-4:30 p.m.

Learn about other workshops and job-search programs available **at no cost to you**. For more information, call Arturo Martinez at 312.994.8312, or come directly to the Training Desk.



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