

# DIGITAL LITERACY

Essential computer and internet skills for job seekers and individuals looking to enhance their digital literacy!

- **Computer Skills:** Basic Computer Skills, Internet Basics, Using Email, Windows OS, Mac OS
- **Essential Software Skills:** Microsoft Word, Excel, PowerPoint, Google Docs
- **Using Technology in Daily Life:** Social Media, Information Literacy, Career Search Skills, Accessing Telehealth Appointments, Your Digital Footprint

**Monday, August 11**  
**9:00 AM - 11:00 AM**

**FLORIN JOB CENTER**  
**3801 FLORIN ROAD #107**  
**SACRAMENTO, CA 95823**  
**(916) 282-0711**

**MUST HAVE ACCESS TO PERSONAL EMAIL**  
**CalJOBS Registration Required**  
**Register: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)**

