



Free Computer Basics Training

Wednesday September 5th and Wednesday, September 19th
9 a.m. - 1 p.m.

Location: Goodwill Career Solutions
937 Herman Street, Nashville, TN 37208

WHAT YOU WILL LEARN:

- Keyboarding
- Basic Computer Skills
- Internet Usage
- Email
- Online Job Search Skills

Free 2-day Microsoft Office and Google G-Suite Training

Monday September 10th and Tuesday September 11th.
9 a.m. to 1 p.m. Students must attend both days.

WHAT YOU WILL LEARN:

- Resume Creation Skills
- Spreadsheet Skills
- Microsoft Word, Excel, Google Docs, Google Sheets

PLEASE BRING A VALID ID ON THE DAY OF CLASS

Contact Career Solutions today for more information!
Phone: (615) 742-4151 or email training@givegw.org