

DIGITAL TOOLS

WHEN WOULD I EVER USE

IN REAL LIFE?



Getting started with Applied Digital Skills



Step 1: Open a web browser, like Chrome, Firefox, or Internet Explorer

Spend the summer brushing up on your digital skills with the self-paced online curriculum from Google. Lessons include:



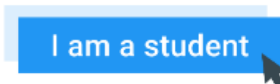
Step 2: Type g.co/AppliedDigitalSkills in address bar, then press Enter on your key

- Starting and Editing a Resume
- Using Google to Get a New Job
- Plan Effective Meetings
- Effective Communications at Work
- Collaborate with Digital Tools

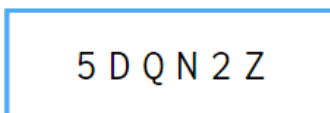


Step 3: Click **Sign In** in the top right. Sign with your Google account. (If you don't have a Google account, click "more options" and then "create an account." Follow the instructions and then return to this page)

You will need a computer with internet access, headphones and a Google account.



Step 4: Select "I am a student"



Step 5: Enter this class code. Then, click into the first lessons of the class on your dashboard, and put on headphones and watch the first video.

Classes start now and go through August 31, 2019

Questions: Contact Cara at csonnier@alexlibraryva.org

Classes start now and go through August 31, 2019
Questions: Contact Cara at csonnier@alexlibrariva.org

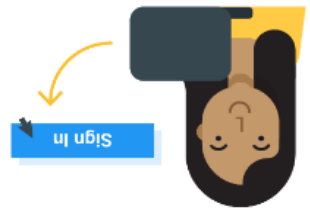
You will need a computer with internet access, headphones and a Google account.

- Starting and Editing a Resume
 - Using Google to Get a New Job
 - Plan Effective Meetings
 - Effective Communications at Work
 - Collaborate with Digital Tools
- Spend the summer brushing up on your digital skills with the self-paced online curriculum from Google. Lessons include:

Getting started with Applied Digital Skills

5 D Q N 2 Z

I am a student



Step 1: Open a web browser, like Chrome, Firefox, or Internet Explorer

Step 2: Type g.co/AppliedDigitalSkills in address bar, then press Enter on your key

Step 3: Click **Sign In** in the top right. Sign in with your Google account. (If you don't have a Google account, click "more options" and then "create an account." Follow the instructions and then return to this page)

Step 4: Select "I am a student"

Step 5: Enter this class code. Then, click into the first lessons of the class on your dashboard, and put on headphones and watch the first video.



WHEN WOULD I EVER USE _____
DIGITAL TOOLS
IN REAL LIFE? ◀ _____