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

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

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

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

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

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

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)

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.
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- Starting and Editing a Resume
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- Sharing and Editing a Resume

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Getting started with Applied Digital Skills

When Would I Ever Use Digital Tools in Real Life?