

Knowledge is power. Information is liberating. Education is the premise of progress, in every society, in every family.

-Kofi Annan

Photo by Freddie Marriage CC BY

## From the Office

The HACB FSS' Program Coordinating Committee (PCC) is looking for a representative from the Family Self-Sufficiency Program. If interested, please contact the FSS office.

Involvement in the PCC will

- help boost resume,
- build professional network,
- meet agency representatives and
- get a letter of reference from HACB.

## Free or Low-Cost Computers

[www.indeed.com](http://www.indeed.com)

Computers for Classroom (CFC)

411 Otterson Drive

Suite 100

Chico, CA 95928

(530) 895-4075

Volunteer for 50 hours to earn a computer **OR** buy a computer at low-cost.

**Call today @ (530) 895-4075!**

## Computer Skills That Will Help You Get Hired

[www.careertoolbelt.com](http://www.careertoolbelt.com)

- Email
- Microsoft Office
- Spreadsheets
- PowerPoint
- Microsoft Access
- QuickBooks
- Web and Social Skills



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# Build Your Future (& Skills)

[www.edu.gcfglobal.org](http://www.edu.gcfglobal.org)

Learn & develop the skills needed to advance in work and life. **FREE** online training and tutorials ([www.edu.gcfglobal.org](http://www.edu.gcfglobal.org)):



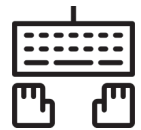
**Office Word and Excel:** Learn how to format text, save and share documents, modify line and paragraph spacing, create formulas and charts, use functions and format cells.



**Email:** Learn the essentials on creating and maintaining email accounts to communicate online.



**Internet and Online Security:** Become internet savvy on how to browse safely, and learn and use online safety tips.



**Computers and Keyboarding/Typing:** Be comfortable with computers (from learning the parts of a computer to using a mouse) and learn the basics of touch typing.

# Keyboard & Window Shortcuts

Below are some of the most useful and indispensable keyboard shortcuts for a Microsoft computer:

Hit the keys simultaneously with a + to get desired action.

## WINDOWS

KEYS	ACTION
Ctrl + Z	Undo
Ctrl + W	Close
Ctrl + A	Select all
Ctrl + Tab	Switch apps
Ctrl + F4	Close apps
Win + D	Show/hide desktop
Win + L arrow OR Win + R arrow	Snap windows
Win + Tab	Open the task view

## KEYBOARD (MICROSOFT OFFICE)

KEYS	ACTION
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + S	Save
Ctrl + P	Print

