

Basics 2: Computer Skills Tutorials

First complete the **Computer Skills Self-Assessment**.

Gaining New Computer Skills is a companion document for the self-assessment. Each “How to” below gives you links to resources to help you learn computer skills on the same topics that you looked at in the self-assessment. The resources include readings, videos and activities that help you learn the skills you need to become confident searching for and applying for jobs online.

1. How to open, download, save and/or print an attachment to an email.

[Internet Safety--Avoiding Spam and Phishing](#)

[Basic Computer Skills--Downloading and Uploading](#)

[Tech Savvy Tips and Tricks - Finding Your Downloads](#)

2. How to download, save and/or print a document from a website (job posting, job application form, etc.).

[Tech Savvy Tips and Tricks--Finding Your Downloads](#)

Note: the steps for printing vary slightly in every app/program.

Suggested online search: “How to print a document from Word/Gmail/Outlook?” “How to print a PDF?”

3. How to fill out online job applications (on company websites, Craig’s list, Indeed.ca, Glassdoor.com, etc.).

[Dealing With Online Application Headaches](#)

[Indeed Help Centre](#)



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4. How to use One Drive (Outlook/Microsoft Office Online) or Google Drive (Gmail/Google Docs) to store, organize and share documents (like a resume, cover letter, etc.).

[OneDrive and Office Online](#)

[Google Drive and Docs](#)

5. How to use the www.workbc.ca website to research local Labour Market Information, career profiles, job opportunities, etc.

["About Us" WorkBC Website Orientation Video](#)

6. How to access Client Connect using my FOB (a 6-digit code) and password; how to navigate to Career Connect and access the available courses, learn about webinars and other resources.

- a) How2 Access Client Connect
- b) How2 Navigate Career Connect

7. How to join a WorkBC webinar through Client Connect. How to find and download handouts for webinars.

- a) [How to Join a WorkBC Webinar](#)
- b) How2 Join a Webinar for WorkBC Clients
- c) How2 Access Webinar Handouts on Career Connect