

Intermediate: Computer Skills Tutorials

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

This 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 digitally sign a PDF document (such as an employment offer letter), save the PDF and send it as an attachment.

<https://helpx.adobe.com/ca/reader/using/sign-pdfs.html>

2. How to use social media platforms like LinkedIn, Facebook or Twitter for networking, searching for jobs and self-marketing.

a) [Social Media](#)

b) LinkedIn Thinkin’ (Beginner’s level webinar)*

c) LinkedIn Thinkin’ (Intermediate level webinar)*

**Ask your WorkBC Service Specialist to register you for the webinar.*

3. How to use video conferencing apps like Zoom, Skype and Google Meet. *(The following resources are suggested. You can search online using basic questions like “How to use Zoom” to find other options).*

Zoom:

- [How to Use Zoom—Free Video Conferencing & Virtual Meetings](#) (for desktop or laptop computers)
- [How to Use Zoom Mobile App](#) (phone)

Skype:

- [How to Download and Install Skype](#) (PC--desktop or laptop)
- [How to Use Skype](#)
- [Other Skype tutorial videos](#)
- [How to Call Someone From iPhone Using Skype 2020: Step by Step Instructions](#)
- [How to Use Skype Mobile App for iPhone and Android](#)

Google Meet:

- [How To Use Google Meet Like A Pro](#) (desktop or laptop)
- [HOW TO USE GOOGLE MEET MOBILE APP 2021](#)

4. How to prepare for meetings or job interviews hosted in a video conference app. Suggested videos:

[7 Virtual Job Interview Tips -](#)

[Virtual Interviews: 6 Tips](#)

[How to Look Good in Skype Interviews - Tips & Training](#)

5. How to set up a healthy (ergonomic) computer desk/workstation.

- a) [How to make your computer work station fit you](#) (Download the free “Work Safe” PDF)
- b) [Setting Up a Home Workspace](#) (Download the free “Work Safe” PDF)
- c) [The Sit to Stand Tip Sheet](#) (Download the free UC San Diego PDF)

6. How to learn touch typing/keyboarding. Practice and test sites:

[Typing Test—rates your speed for a variety of typing tasks and levels](#)

[Typing Course](#) (Typing Test.com)

[Typing Tutorial](#) (GCF Learn Free.org)

Talk to your WorkBC Service Specialist for information about further opportunities to grow your computer skills.