THRYV CONSULTING

/THRĪV/: grow, prosper, flourish

SOFTWARE ESSENTIALS: The Modern Skill Set

Professional Development Training

"BASIC COMPUTER TRAINING IS THE FOUNDATION FOR EXCELLING IN THE MODERN MARKET"
— M. GEORGS

Computer skills are key in the modern work environment. People rely on technology to grow their careers, improve their lives, and to expand their opportunities. This course will empower participants with all of the basic concepts and techniques, resulting in effective use of industry leading software; getting them up-to-speed with modern computing and internet technology including the skills to work remotely in today's virtual environment.

Our "Software Essentials: The Modern Skill Set" training course includes the following modules: Computer Basics Review: Hardware, Software, Networks - Office Basics: Word, PowerPoint, Excel, Outlook, OneDrive - Internet & Browser Basics - Online Security - Video Conferencing Etiquette and Ergonomics Basics. In addition, this program provides Workplace Readiness and Professionalism training.

COURSE DETAILS

Training Modules

- Keys to Remote Working
- Computer Basics Review: Hardware, Software and Networks
- Windows 10 Introduction, Tips & Tricks
- Microsoft Office 2019 & 365 Basics: Word, Excel, PowerPoint, Outlook, OneDrive, Teams
- Internet & Browser Basics
- Email and "The Cloud"
- Video Conferencing & Video Conferencing Etiquette
- Tech Savvy Terminologies
- Technology Troubleshooting & Problem Solving
- Online Security General Awareness
- Ergonomics Basics
- Workplace Readiness
- Professionalism Training