



Web Resources for Skills Lab

Using the mouse

Learn Mouse Skills

<http://www.instruction.greenriver.edu/Avery/activities/mouse/MouseSkills.htm>

Learn to use a mouse

<http://www.mouseprogram.com/>

Palm beach County Library

<http://www.pbclibrary.org/mousing/>

Using Typing Tutors

Dance Mat Typing guide-colorful and fun

<http://www.bbc.co.uk/schools/typing/>

Learn keyboarding signup required but it is free

<http://www.learn2type.com/>

Mavis Beacon program is on our computers

Check your typing speed

<http://www.typingtest.com/>

Online touch typing

<http://www.sense-lang.org/typing/>

<http://www.typeonline.co.uk/>

10 key lessons/keyboarding

<http://www.sense-lang.org/typing/>

Computer Basics

Computers 101

<http://www.jegsworks.com/Lessons/index.html>

Using internet explorer

http://www.newbie.org/internet_explorer/

Using internet explorer with pictures

http://getit.rutgers.edu/tutorials/internet_explorer/media/internet_explorer.pdf

links to internet explorer guides

<http://www.techtutorials.info/wbie.html>

Using Microsoft Word

www.bayxongroup.com/wlesson0.htm

<http://www.internet4classrooms.com/on-line.htm>

<http://www.homeandlearn.co.uk/mw/MicrosoftWord.html>

MS Word basics for resumes

<http://www.robinsblog.com/wordresumes/>

Writing Cover Letters

Perdue University

<http://owl.english.purdue.edu/owl/resource/681/01/>

Susan Ireland's award winning site

<http://susanireland.com/letter/cover-letter-examples/>

CV is a European style resume

<http://www.cvtips.com/cover-letter/>

Writing Resumes

Resume tips

<http://www.rpi.edu/web/writingcenter/resume.html>

WorkSource Clackamas Web site links

<http://worksourceclackamas.org/Resources-Links.asp#OnlineJobs>

Susan Ireland's guide

<http://susanireland.com/resume/how-to-write/>

Job Web Resume Site

http://www.jobweb.org/resumes_interviews.aspx

How to write a resume masterpiece

<http://www.rockportinstitute.com/resumes.html>

Resume Examples

<http://www.resume-resource.com/>

Using Email

Goodwill Community Foundation

<http://www.gcflearnfree.org/computer/>

Cherokee Public Library

http://www.walker.public.lib.ga.us/tutorial/email_tutorial.htm