

# Getting Started for New Computer Users

**Step 1: Identifying Computer Skills:** Please respond to the following self-assessment questions by placing an "X" on the line next to the response that most closely identifies your familiarity with computers and computer software.

Not familiar with computers? Let us help you get started. A Resource Room person can get you started with some sites that offer free resources to familiarize you with computers.

1. Have you ever used a computer?  
 Yes  
 No (*You do not need to complete the remainder of the questionnaire. A Resource Room person can get you started with some sites that offer free resources to familiarize you with computers.*)
2. Do you have an email account?  
 Yes  
 No
3. How familiar are you with computers?  
 Very familiar – use them frequently  
 Somewhat familiar – use them occasionally  
 Slightly familiar – use them once in a while
4. How familiar are you with the Internet?  
 Very familiar – use it frequently  
 Somewhat familiar – use it occasionally  
 Slightly familiar – use it once in a while  
 Not familiar – have never used the Internet
5. Have you used word processing software such as Microsoft Word, Microsoft Works, or Word Perfect?  
 Yes  
 No
6. Have you used spreadsheet software such as Microsoft Excel, Microsoft Works, or Lotus 1-2-3?  
 Yes  
 No
7. Have you used resume development software such as WinWay Resume, Microsoft Word Resume Templates, Web-based resume builders, or others?  
 Yes  
 No
8. Have you used Adobe Acrobat Reader?  
 Yes  
 No

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- 1. Get comfortable with computers.** The following sites are free resources to familiarize you with computers:
  - TLN Technology Committee provides a free online tutorial in English and Spanish. The tutorial is designed to help people who have never used a computer before, and concentrates on using the mouse and a few other basic skills. Click [here](#) or go to this site: **<http://tech.tln.lib.mi.us/tutor>**.
  - The Buffalo & Erie County Public Library provides a free online computer tutorial for Basic Computer Skills, the Internet (including e-mail and the Web), College & Careers, Business & Leisure, Health & Safety, Databases, and Kids. Click [here](#) or go to this site:  
**<http://www.buffalolib.org/computertraining/tutorials/index.asp>**
  - Setting up a free email account. Many employers, recruiting firms, and most online job boards require an email address to contact potential employers. If you do not have an email account, setting up a free email account is quick and easy. Follow the links below to some of the most commonly used free email services. Once you set up an email account, write down your new email address, username, and password and keep these handy so you can remember them. Having an email address can also assist you in recovering your lost username or password if you are a registered user with Illinois workNet.
    - Yahoo Mail: Go to [www.yahoo.com](http://www.yahoo.com). Click on Sign Up next to the words Free Mail. Complete the required information.
    - Google Gmail: Go to [www.google.com](http://www.google.com). Click on Gmail. Click on Sign Up for Gmail and complete the required information.
  - Downloading Acrobat Reader: Some documents require Adobe Acrobat, a free software, to be able to open the document. These documents have a PDF after the file name. Once you download the software, you will be able to open the file. Go to [www.adobe.com](http://www.adobe.com) and download the free Adobe Reader.
- 2. Enhance your computer skills.** The following sites are free resources to familiarize you with computers:
  - **<http://www.TypingTest.com>** - provides a free typing test which only takes a minute to complete. The test measures typing speed, accuracy and net speed. The website also provides free typing games.
  - Keyword Search Tips (see pages 3 & 4).
  - Microsoft Access, Excel, PowerPoint, Word, and more: GCF offers free online computer and technology training covering the basics of computers, the Internet, Microsoft Office 2000 through 2010, and life skills. Click [here](#) or go to this site: **<http://www.gcflearnfree.org/computer/>**
- 3. Remember computer safety.** The following sites are free resources to familiarize you with computer safety:
  - Use credible websites. Learn more about how to determine website credibility by clicking [here](#) or by visiting **[http://www.ehow.com/how\\_2112227\\_determine-website-credibility.html](http://www.ehow.com/how_2112227_determine-website-credibility.html)**
  - Using a spam filter for your e-mail assists in avoiding dangerous junk mail. Learn more about tips, tools, and when to take action to help alleviate unwanted e-mails in your inbox. Click [here](#) or go to this site:  
**<http://spam.getnetwise.org/>**
  - Keep virus protection updated. Learn more about taking basic precautions and using a few simple tools to protect your computer and your information from theft, misuse and destruction. Click [here](#) or go to this site:  
**<http://security.getnetwise.org/>**

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- Focus your networking on making connections through familiar and trustworthy people. Click [here](#) or go to this site to learn more about staying safe: <http://privacy.getnetwise.org/>

## Keyword Search Tips from MinnesotaHelp.org

### Use multiple words

- Use several keywords to make your meaning clear -- type in *home health care* instead of *care*
- Be as specific as possible -- use *medical transportation* instead of *transportation*
- Use synonyms and vary spelling -- *older adult, senior citizen, elderly*

### Use word variations (stemming)

Examples: If you use the keyword *child* you will also receive results with the word *children*. If you use the phrase *hearing impair* you will also receive results with the words *hearing impaired, hearing impairment* and *hearing impairments*.

### Use alternative phrase

If you are using a phrase like *prenatal services* for your keyword and you receive zero results, try using an alternative phrase like *prenatal care* or *prenatal program*.

### Use related words or phrases

If you use one word like *prenatal* and you receive zero results or a small number of results, try using related words instead - for example, *pregnancy, pregnant, baby, birth* or *newborn*.

### Use spelling variations

You may have chosen a compound word as your keyword that could be spelled in different ways. For example, *child care* or *childcare*. Words with prefixes also vary in the way they are spelled. For example, *non-profit* could be spelled with a hyphen (*non-profit*) or without a hyphen (*non profit*), or without a space (*nonprofit*). Try variations in spelling like these when entering keywords.

### Use synonyms

In some cases other keywords may be suggested to use in addition to the keyword you entered. Usually these suggested keywords will produce the best search results. These suggestions will appear at the top of the search results list, with the reference "Did you mean?". Clicking on a suggested keyword will re-start the keyword search based on the suggested keyword you selected.

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**Keyword Search Tips from** <http://help.studentjobs.gov/jobseeker/jobsearch/keywordtips/>

Follow these helpful tips to create a powerful search and find the exact jobs you are looking for.

Boolean Operators	Examples	Result
<b>AND</b>  <b>&amp;</b>	banking <b>AND</b> services  banking <b>&amp;</b> services  banking development	Using these operators will return only the results with both the words <i>banking</i> <b>AND</b> <i>services</i> in either the title or the description.  <b>Note:</b> If you don't separate your search words, <b>AND</b> is implied by default.
<b>OR</b>  <b> </b>  <b>,</b>	banking <b>OR</b> services  banking   services  banking, services	Using any of these operators will return results that contain either <i>banking</i> <b>OR</b> <i>services</i> in the title or the description.
<b>AND NOT</b>	banking <b>AND NOT</b> services	Using <b>AND NOT</b> will return those results that contain the word <i>banking</i> but will exclude those that contain the word <i>services</i> .
<b>( )</b>  Utilize parentheses to separate keyword subsets	(banking <b>OR</b> services) <b>AND NOT</b> teller	Using the parentheses to separate keyword subsets will result in a more refined search. You can use any of the Boolean Operators to separate your search criteria.
<b>" "</b>  Utilize quotation marks to identify phrases	"banking services"	Use phrases in Search when you want specific words or numbers to appear together in your results. If you want to find an exact phrase, use "quotation marks" around the phrase when you enter words in the search box.
<b>*</b>  Utilize an asterisk as a wildcard character	bank*	Using * after a root word will bring back any results that contain a variation of that root word in the title or description. In this example, the search would return any results that contain the words bank, banking, banker, etc.

**Note:** Do not use other operators or punctuation marks in your query. Periods (.) are ignored, while semi-colons (;) and colons (:) could block your search from being executed at all.

If you enter A B C D as a query, we will search for A AND B AND C AND D as opposed to the phrase "A B C D" (words next to each other). You can still search for phrases by surrounding the terms in double-quotes, for example, "chief technology officer" or "technical writer."

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## Step 2: View Online Orientation Tutorials

- Go to [www.illinoisworknet.com](http://www.illinoisworknet.com).
- Click on *Learn more...watch the videos!*
- You can view ALL of the Illinois workNet videos in English and Spanish:
  - [Achieve Your Goals](#)– learn about the tools and resources on Illinois workNet to help you achieve your employment goals.
  - [Getting Started with Illinois workNet](#) – learn how to set up an Individual Account.
  - [Learn Video Playlist](#) – learn about education and training programs.
  - [Find Jobs Playlist](#) – learn about tools and resources you can use to find and keep a job.
  - [Services Video Playlist](#) – find work support services that will help you achieve your goals.
  - [Veterans Services Video Playlist](#) – learn about the services that will help you successfully achieve employment.
  - [Laid Off Worker Assistance Video Playlist](#) – learn about the services that can help you meet your re-employment goals.
  - [Disabilities Video Playlist](#) – learn about the different tools, resources, and services available to help you achieve your goals.



Do you have Internet access at home? Do you have friends or family with Internet access?

To find more locations where Internet access and Illinois workNet professionals are available, visit Illinois workNet's *Home* page and click on *Find a Location*.

Click on *Show/Hide Services* to see what services are available at that location.

## Step 3: Register in Illinois workNet

- Log on to [www.illinoisworknet.com](http://www.illinoisworknet.com). If you are already in [www.illinoisworknet.com](http://www.illinoisworknet.com), click on *Home*.
- Click on *Individuals*.
- Click on *Sign Up*
- Click on *Click here to setup your "My Illinois workNet account"*  
Under Option 1: I am looking for a job, training, and/or services



You will want to be logged into your *My Illinois workNet Account* so that you can save shortcuts to the information you find in Illinois workNet.

Fill out the two page registration form.

On the second page, fill in your username, password, and then confirm your password.

**Write down your username and password for future reference.**