

**JVS Human Services: Business and Career Services
Modern Toolkit Webinar Series
Presented by the Hermelin ORT Resource Center**

[Modern Toolkit: Q&A](#)

Discover a variety of online training programs to help job seekers increase their computer proficiency necessary for securing employment both in the office or remotely.

Video Conferencing

[Modern Toolkit: Zoom Video Conferencing](#)

Learn how to host a Zoom meeting with screen share, settings and more.

[Modern Toolkit: Microsoft Teams](#)

Learn fundamentals for video meetings, chats, file storage and screen sharing.

Organization and Storage

[Modern Toolkit: Electronic File Organization](#)

Grab the best tips to keep your electronic files organized on your computer.

[Modern Toolkit: Understanding Cloud Storage](#)

Learn how to make the most of cloud storage!

[Modern Toolkit: Basics of Database Concepts and Terminology](#)

Basic understanding and functionality of databases in the workplace.

Productivity

[Modern Toolkit: Ribbon Essentials and Beyond in Microsoft Word](#)

Just what are Ribbon Essentials? Update your tech knowledge and learn about the Ribbon's components and how to navigate for quick access and increased productivity

[Modern Toolkit: SharePoint and OneDrive Fundamentals](#)

Impress your coworkers (or future coworkers)! You will boost your business efficiency with a better understanding of these file management platforms. Learn how to use them while discovering their similarities and differences in file saving and storage.

[Modern Toolkit: Microsoft OneNote Digital Notebook](#)

Learn how to use Microsoft OneNote to take notes, organize, add and share content.

[Modern Toolkit: Intro to Google Apps](#)

Understand the basics of working with web-based Google Apps such as Gmail, Google Drive, Google Docs, Sheets and Forms.

[Modern Toolkit: Working with PDFs \(Portable Document Format\)](#)

Do you work with Portable Document Format (PDF's)? Join this webinar to discover tools and features within Adobe Acrobat Reader software.

[Modern Toolkit: Microsoft Outlook Email/Calendar and Productivity Features](#)

Learn about Outlook tools to stay organized and efficient

Technology Tools for Job Search

[Modern Toolkit: All About Resume Templates](#)

Using Microsoft Word templates, learn how to create a professional resume.

[Modern Toolkit: LinkedIn Basics](#)

Learn how to create a LinkedIn profile with your professional brand.

[Modern Toolkit: LinkedIn Advanced for Job Seekers](#)

Learn how to make valuable connections, increase your knowledge and visibility in a field and open new career opportunities with LinkedIn tools.

[Modern Toolkit: Job Search Websites](#)

Learn how to effectively navigate job search websites and tips for setting filters, alerts and posting resume.

Microsoft Essentials For The Workplace

[Modern Toolkit: Microsoft Excel Fundamentals – Part 1](#)

Get started with the basics of Excel

[Modern Toolkit: Microsoft Excel Fundamentals – Part 2](#)

Learn simple functions and shortcuts to increase productivity

[Modern Toolkit: PowerPoint 1 – Fundamentals](#)

Understand the basics to create an effective PowerPoint presentation.

[Modern Toolkit: PowerPoint 2 – Intermediate](#)

Discover commands that will enhance your PowerPoint presentation

[Modern Toolkit: PowerPoint 3 – Advance](#)

See how templates, animation, layering objects, inserting charts and other features enhance a presentation.

[Modern Toolkit: Basics of Microsoft Review Tools](#)

Understand editing tools for proofing, language translation and tracking changes.

[Modern Toolkit: Using References in Word](#)

Learn how to create a table of contents, bibliography, footnotes, adjusting columns, spacing, citing references, using styles and more

[Modern Toolkit: Step-by-Step Mail Merge](#)

Learn how to personalize your emails, letters and envelopes using information stored in a list, database or spreadsheet.

[Modern Toolkit: Working with multiple documents and software interchangeably](#)

Tips and tricks to open view and manage multiple documents in Microsoft Office and using interchangeably for productivity

[Modern Toolkit: Using Forms to create Surveys, Polls and Quizzes](#)

Easily create surveys, polls and quizzes with immediate feedback using this simple app.

Personal Efficiency

[Modern Toolkit: Using Excel for Personal Finance – Part 1](#)

Learn to create spreadsheets and formulas to organize and track your finances and manage household budgets.

[Modern Toolkit: Using Excel for Personal Finance – Part 2](#)

Learn how to use additional functions for finance, such as Hlookup and Vlookup formulas, creating spreadsheet links, payment functions and more.

[Modern Toolkit: Privacy Settings and Safety Measures For Your Computer](#)

Utilize privacy setting, software and apply good practice for protection from hackers, viruses and online scams.

[Modern Toolkit: Using a Mac vs PC](#)

Introduction to Mac features that are comparable to a PC