

# Gateway to Digital Inclusion Program Workshops

## **Audio Editing with Audacity (1 hour for 3 sessions)**

We will walk through the steps to use Audacity software for basic audio editing and recording. This series will focus on editing spoken dialogue.

## **Build a Website (2 hours, 3 days/week, for 3 weeks)**

Increase your digital and social skills in this work simulation. Work as a part of a team to build a website for a company you help to create.

## **Digital Citizenship (1 hour for 1 session)**

Find out what it means to be a digital citizen, how you can share your passions online, and make social changes.

## **Email Basics (1 hour for 1 session)**

Learn about and practice the basics of writing professional emails for your job search and workplace communication.

## **EPortfolios (1 hour for 3 sessions)**

Create a website all about you! Learn basic design and layout as you choose and create content for your portfolio.

## **Explore Canva (1 hour for 2 session)**

Let your imagination be your guide as you create your own posters, flyers, cards, videos, and more to share information important to you.

## **Explore LinkedIn Learning (1 hour for 1 session)**

We will walk you through how you can access thousands of free courses to build new skills and learn more about your interests. \*requires a public library membership

## **File Management & PDFs (1 hour for 2 sessions)**

Explore how to save, organize and find files on your computer. Learn about what a pdf is, how to use a pdf, creating a digital signature, and converting documents to pdfs.

## **Internet Navigator (2 hours, 3 days/week, for 2 weeks)**

Learn the internet basics in this fun and interactive series. Searching, sharing, connecting, and more.

## **Intro to Google Docs (1 hour for 2 sessions)**

Learn the basics of Google Docs. Practice organizing your files while creating, sharing, and commenting on documents.

## **LinkedIn Profile (1 hour for 3 sessions)**

Build your own LinkedIn profile! Share your skills, goals, and experiences, create job alerts, and grow your online network. Please bring a copy of your current resume.

## **Look Stuff Up Online (1 hour for 3 sessions)**

Chat about fake news, learn how to do a great search, plan a trip, and chat about the media we take in everyday.

## **Online Board Games (1.5 hour for 1 session)**

Come hang out with us! Meet new friends, socialize, and have fun playing board games online.

## **YouToo Can YouTube (1 hour for 4 sessions)**

Find out how to make your own YouTube account, search for and organize your favourite videos, and what to consider when choosing what to watch.

## **Zoom Basics (1 hour for 1 session)**

Learn what you need to know to participate in online Zoom meetings. Explore all the cool features of the program, practice your digital skills, and build your Zoom social skills.

**For Alberta residents ages 18+, who self-identify as having a disability**

**Email to join or to find out more:  
[GetDigital@GatewayAssociation.ca](mailto:GetDigital@GatewayAssociation.ca)**