



**The Solano Employment Connection  
Proudly Announces  
the New Learning Lab  
at the Vallejo SEC One-Stop**

**Do you need to brush up on your skills?  
Try our free self-paced tutorials.**

Computer skills:

Microsoft Word, Excel, Access, Power Point,  
Outlook, typing, numeric keyboarding options.

Also available: Math tutorials, Networking 101,  
Social Media and many others.

**This is a self-paced tutorial based  
journey. Occasional “light”  
assistance will be provided.**

**Dates, Times & Location:**

**Monday 9:00am to 4:30pm**

**Tuesdays 9:00am to 12:00pm**

**1440 Marin Street, Vallejo**



SOLANO  
EMPLOYMENT  
CONNECTION

See next page for more information



# Informational Tools for the Learning Lab - Desktop Icons

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Choices

This tutorial is a self assessment. Find out who you are and your transferable skills.



HP Tutorials

This is a tutorial on a variety of subjects including Microsoft Word, Excel, PowerPoint, Adobe Acrobat, Photoshop, Facebook, Twitter & many more..



Khan Academy

Need help with math? This is a tutorial on anything from basic to advanced math. Available subjects include Math, Biology, Physics, Chemistry, Finance & more...



online free touch typin...

This is a typing tutorial which includes keypad tutorials, typing games and typing tests (sense-lang.org)



Math.com - World of M...

This is another tutorial to help improve your math skills that includes practice tests and exercises.



Microsoft Tutorials

Need help improving your skills with Microsoft Programs. This tutorial will assist you with Microsoft Word, Excel & PowerPoint.



MicroType

This is a typing tutorial that will help you in brushing up or even mastering your alphabetic & numeric keyboarding skills.



LEARNINGEXPRESS

Solano County Library's Learning Centers offer various practice tests, exercises, skill-building courses, eBooks, including GED preparation to anyone with a Solano County library card.



Solano County Library's Ferguson's Career Guidance Center - Learn how to look for jobs, format a resume, ace an interview, and research scholarships and careers. You must have a Solano County library card to access these databases.