

## SKILL-BUILDING ACTIVITIES

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When you are faced with down-time at work, here are some activities you can tackle that will help you build important skills and/or prepare you for your first steps after high school.

Before you engage in any of these activities, please make sure you **follow these guidelines**:

- 1) Talk to your supervisor to ensure that this is an acceptable use of your time.
- 2) Agree to what you will work on and how much time you can spend on the activity.
- 3) Be prepared to share your progress with your supervisor.
- 4) Never do skill-building activities when you have assigned work that needs to be done.

### ACTIVITIES:

- **TYPING.** You can never type too quickly or too accurately!
  - Log in at: <https://www.typing.com/student/login>
  - Remember:
    - Use proper posture and hand positioning.
    - Slower is better if it makes you more accurate.
- **FORMATTING IN EXCEL.** Practice your Microsoft Excel formatting skills using this exercise.
  - Download the *Excel Project* file and the *Excel Project Instructions* document from Trello.
  - You can proof your work by comparing the Excel Project tab to the Finished Product tab.
- **ONLINE RESEARCH, POWERPOINT, AND WORD.** Part of being successful at your organization is understanding what your organization does and how it promotes itself to the world. Research your organization's mission, operations and accomplishments. Then create a PowerPoint presentation and/or a brochure in Microsoft Word to share what you have learned.
  - You can learn more about PowerPoint at this website:  
<http://www.electricteacher.com/tutorial3.htm>
  - There are examples of a presentation and a brochure in Trello.
- **CAREER EXPLORATION ON ISEEK.** Learn more about potential careers (what different professions do, how much they are paid) and what you would need to do to be successful in these careers.
  - Use the *Career Exploration Guide* to navigate iSeek.com (download from Trello).
  - Fill out the *Career Description* worksheet (download from Trello).
- **INFORMATIONAL INTERVIEWS.** An internship is a great way to learn more about the work that is done in your organization and also about the different careers and career paths people took to reach where they are today.
  - If your supervisor wants to hear back about the internship, check out the Informational Interview Report-Out form on Trello.