CLASS DESCRIPTIONS

BASIC COMPUTER SKILLS
Prerequisites: None
This is the simplest, most basic class offered. This class introduces the basic purposes of the mouse and some of the special function keys on the keyboard. The computer desktop and booting the unit on and off is also discussed.

MICROSOFT WORD (BASIC)
Prerequisites: Basic Computer Skills course
Microsoft Word is a program used to create documents and letters. This class covers basic features such as the ribbon, tabs and scrolling. Participants learn to enter and select text, use spell check, adjust margins, double space and print. Inserting online pictures are also covered. This class should be taken before any other, more difficult class is taken.

MICROSOFT WORD (INTERMEDIATE)
Prerequisites: Microsoft Word (Basic) course
This course covers headers and footers, tables and borders, formatting page numbers and tab stops. Uses of cut, copy and paste are also covered. Before taking this course, the participant should have already completed the Word Basic class and have experience using Microsoft Word.

EXPLORE THE INTERNET
Prerequisites: Basic Computer Skills course
Teaches access to navigation of the internet using basic search engines and searches are also discussed. Before taking this class, the participant should know how to use the computer’s mouse and keyboard.

MICROSOFT EXCEL (BASIC)
Prerequisites: Basic Computer Skills and Microsoft Word (Basic) courses
Microsoft Excel is a spreadsheet program, commonly used to organize information or to do numerical record-keeping. Constructing a basic spreadsheet and creating a chart is covered in the course. Participants should be comfortable using Microsoft Word and the keyboard before taking this course.

MICROSOFT EXCEL (INTERMEDIATE)
Prerequisites: Microsoft Excel (Basic) and Microsoft Excel (Intermediate) courses
This course demonstrates uses of AutoFill, Cut, Copy, Paste and Move. Participants also learn computing percentages, designating data within charts, wrapping information within cell ranges and more. Before taking this class, attendees should already have taken Excel Basic and have a working knowledge of the Excel program.

INTERNET JOB SEARCH
Participants will receive a broad overview of employment search sites on the Internet, as well as tips on navigating online applications. Some class time will be devoted to participants conducting searches on their own. NOTE: Session assumes the participants have basic computer and keyboarding skills, their own web-based e-mail accounts and basic Internet experience.

MICROSOFT POWERPOINT (BASIC)
Prerequisites: Basic Computer Skills and Microsoft Word (Basic) courses
Create a fully functional slide show presentation, including text, graphics, animation and sound. Participants should have already successfully completed the Word Basic class and have a working knowledge of Microsoft Word.

MICROSOFT POWERPOINT (INTERMEDIATE)
Prerequisites: Microsoft Word (Basic) and Microsoft PowerPoint (Basic) courses
This course is designed to advance proficiency in creating and using PowerPoint.

MAIL MERGE
Prerequisites: Microsoft Word (Intermediate) and Microsoft Excel (Intermediate) courses
Learn the process of combining a Main Document, such as a form letter or mailing label, with a Data Source, such as a list of names and addresses, to produce a new document that has inserted the data information where needed. Participants should have completed both Word Intermediate and Excel Intermediate.

TOPICS IN MICROSOFT EXCEL
Prerequisites: Microsoft Excel (Basic) and Microsoft Excel (Intermediate) courses
Explore some real-world uses of Microsoft Excel, such as sorting, creating work schedules, personal budgeting and other home, school and business applications. Participants should have completed both Excel Basic and Intermediate courses.
| January 6 | 10:30 a.m.-12:30 p.m.
| January 8 | 5:30-8:30 p.m.
| January 13 | 10:30 a.m.-1:30 p.m.
| January 22 | 5:30-8:30 p.m.
| January 27 | 10:30 a.m.-12:30 p.m.
| January 29 | 5:30-7:30 p.m.

Microsoft Word (Intermediate) | January 3 | 10:30 a.m.-1:30 p.m.
Microsoft PowerPoint (Basic) | January 5 | 5:30-8:30 p.m.
Microsoft Excel (Basic) | January 18 | 10:30 a.m.-1:30 p.m.
Microsoft PowerPoint (Intermediate) | January 19 | 5:30-8:30 p.m.
Microsoft Excel (Intermediate) | January 24 | 10:30 a.m.-1:30 p.m.
Topics in Microsoft Excel | January 26 | 5:30-7:30 p.m.

Microsoft Excel (Intermediate) | March 4 | 5:30-8:30 p.m.
Microsoft PowerPoint (Basic) | March 9 | 10:30 a.m.-1:30 p.m.
Microsoft Word (Intermediate) | March 11 | 5:30-8:30 p.m.
Microsoft PowerPoint (Intermediate) | March 16 | 10:30 a.m.-1:30 p.m.
Mail Merge | March 18 | 5:30-7:30 p.m.
Internet Job Search | March 23 | 10:30 a.m.-1:30 p.m.