

Computer Classes – Fall 2018

September 15 - Excel Basics

10:15 - 11:45am

Come to this class if you have little to no experience using Microsoft Excel. We will go over basic elements of formatting cells, formulas and creating simple data tables.

PRE-REQUISITE: Class attendees must be comfortable using the keyboard and mouse. This class is paced for those with basic computer skills.

October 13 - Microsoft Word Basics

10:15 - 11:45am

Microsoft Word is used to create everything from resumes to essays. It is one of the most widely used word processing programs in the workplace. In this class we will create a document from scratch and make it presentable for distribution.

PRE-REQUISITE: Class attendees must be comfortable using the keyboard and mouse. This class is paced for those with basic computer skills.

November 10 - Excel Basics

10:15 - 11:45am

Come to this class if you have little to no experience using Microsoft Excel. We will go over basic elements of formatting cells, formulas and creating simple data tables.

PRE-REQUISITE: Class attendees must be comfortable using the keyboard and mouse. This class is paced for those with basic computer skills.