

# Computer Classes

*All class times are 6:45 pm – 8:00 pm. Registration is not required.*

## **Excel Basics**

**Wednesday, Feb. 6**

Come to this class if you have little to no experience using Microsoft Excel. We will go over basic elements of formatting cells and creating simple data tables. Optional: Bring a USB drive if you want to save your work.

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

## **Excel Formulas**

**Wednesday, Feb. 13**

Get some practice using formulas for more complicated mathematical calculations. We'll learn the proper order of operations and how to troubleshoot any errors you may find. Optional: Bring a USB drive if you want to save your work.

PRE-REQUISITE: Class attendees must be comfortable with basic Excel navigation or have attended the Excel Basics class.

## **Excel Functions**

**Wednesday, Feb. 20**

Want to expand your knowledge past the SUM() function? Let's learn some more powerful functions to make using Excel easier. Including: COUNT(), VLOOKUP(), and CONCATENATE (). Optional: Bring a USB drive if you want to save your work.

PRE-REQUISITE: Class attendees must be comfortable with basic Excel navigation or have attended the Excel Basics class.

---

## **Word Basics: Level 1**

**Wednesday, Mar. 6**

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.

## **Word Basics: Level 2**

**Wednesday, Mar. 20**

This class expands upon the skills learned in our Word Basics Level 1 class. We will manage images and objects, our page layout, manipulate our margins, and learn advanced formatting.

PRE-REQUISITE: Class attendees must be comfortable with basic Word navigation or have attended the Word Basics: Level 1 class.