

# Need to upgrade your computer skills? Free Weekly Computer Classes



## **Mondays**

**5pm - 6:30 pm**

May 2

**Excel Introduction**

May 9

**Internet Explorer**

May 16

**Word Introduction**

May 23

**PowerPoint Introduction**

## **Wednesdays**

**10am - 11:30 am**

May 4

**PowerPoint Introduction**

May 11

**Word Intermediate**

May 18

**Excel Intermediate**

May 25

**Internet Explorer**

## **Thursdays**

**10am - 11:30 am**

May 5

**Word Introduction**

May 12

**Excel Introduction**

May 19

**PowerPoint Introduction**

May 26

**Word Introduction**

*These classes require some computer familiarity. Please note class start times, extra late arrivals may be excluded. Call 203-946-2283 to register.*

# Class Descriptions

## **PC Basics :**

What is hardware? What is software? By learning about your computer, you'll be better able to take advantage of its possibilities!

## **Internet Explorer – Accessing the Internet :**

Internet Explorer is Microsoft's browser. Browsers are the bridge between you and the Internet. Learn how to use it!

## **Microsoft Excel Intro:**

Excel is one of Microsoft's most powerful tools. Learn the basics about how to create and use spreadsheets. Cells, formulas and charts are among the topics covered.

## **Intermediate Microsoft Excel:**

Building on lessons learned in Excel Primer class. You will create a home budget sheet. Also included: formatting cells, expanded formula application and auto fill

## **Windows 7 – Introduction :**

Starting with the Windows 7 Taskbar, learn how to take advantage of the resources at your disposal in Microsoft Windows 7.

## **Keyboard and Mouse Workshop:**

A hands-on workshop which will enhance essential keyboard and mouse skills.

## **Email: Set up a free Yahoo email account:**

By the end of this class you will have your own email account for keeping in touch.

## **Microsoft Word Intro:**

Use Word to create documents that are key in today's world for job searching and so much else. Learn how to create a cover letter using Word.

## **Intermediate Word:**

Building on lessons learned in Word Introduction class. You will format a more extensive document than in the intro class. Also included: paragraph formatting, AutoCorrect, and tables.

## **Google Searches:**

Google is one of the most powerful search engines. Learn how to search the Internet using Google.

## **Power Point Intro:**

Learn how to use Microsoft's Power Point to support your presentations with educational and persuasive organizing text and images.

## **Facebook :**

An introduction to the very, very popular 'social network' program. It's easy to set up an account and join in the world of social media.

## **LinkedIn;**

Get started with one of the best networking tools on the Internet. Learn how to set up account and build your profile.