

# Free Weekly Computer Classes



## **Mondays**      **5 - 6:30 pm**

<b>March 6</b>	<b>Excel Intro</b>	How Spreadsheets Can Simplify Your Life
<b>March 13</b>	<b>PowerPoint Intro</b>	Make Your Presentations Powerful
<b>March 20</b>	<b>Computer Intro</b>	Understanding the Basics: Keyboard, Mouse & Email
<b>March 27</b>	<b>Word Intro</b>	Creating Your Own Documents; Cover Letters that Persuade

## **Wednesdays**      **10 - 11:30 am**

<b>March 8</b>	<b>Word Part II</b>	Visually Enhancing your Documents
<b>March 15</b>	<b>Excel Part II</b>	Tools to Analyze Everyday Information
<b>March 22</b>	<b>Excel Part III</b>	Pivot Tables: Complex Data
<b>March 29</b>	<b>Photoshop Intro</b>	Create Striking Photographs*

\* Call in advance to register for this class as seating is limited

## **Thursdays**      **10 - 11:30 am**

<b>March 2</b>	<b>PowerPoint Intro</b>	Make Your Presentations Powerful
<b>March 9</b>	<b>Excel Intro</b>	How Spreadsheets Can Simplify Your Life
<b>March 16</b>	<b>Word Intro</b>	Creating Your Own Documents: Cover Letters that Persuade
<b>March 23</b>	<b>Computer Intro</b>	Understanding the Basics: Keyboard, Mouse & Email
<b>March 30</b>	<b>LinkedIn Intro</b>	<b>CANCELLED</b> —Building Your Professional Network

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

### **Excel Intro> How Spreadsheets Can Simplify Your Life**

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.

### **Excel Part II> Tools to Analyze Everyday Information**

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

### **Excel Part III – Pivot Tables> Complex Data Simplified -**

Learn how to create and use pivot tables in Excel. Pivot tables can automatically sort, count, total or give the average of the data stored in one table or spreadsheet, displaying the results in a second table showing the summarized data

### **Computer Intro> Understanding the Basics: Keyboard, Mouse & Email**

A hands-on workshop that will enhance essential keyboard and mouse skills. You will also set up a new Gmail account.

### **Word Intro> Creating Your Own Documents: Cover Letters that Persuade**

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.

### **Word Part II > Visually Enhancing your Documents**

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.

### **PowerPoint Intro > Make Your Presentations Powerful**

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

### **LinkedIn Intro > Building Your Professional Network**

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

### **Digital Photography Intro > Take Your Best Shot and Save It**

Learn how get started with Digital Photography!

### **Photo Editing Intro > Create Striking Images: with Photoshop**

Use Photoshop to enhance your photographs and create artistic images.

### **Windows 10 Intro > Learn How It All Comes Together in Microsoft Windows**

Starting with the Windows 10 Start Menu learn how to take advantage of the resources at your disposal in Microsoft Windows 10.

### **Internet Security > Protecting Your identity and Staying Safe Online -**

Learn about secure browsing, and common internet / computer security risks.

### **Facebook Intro > Connect With Your Friends and Family**

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.