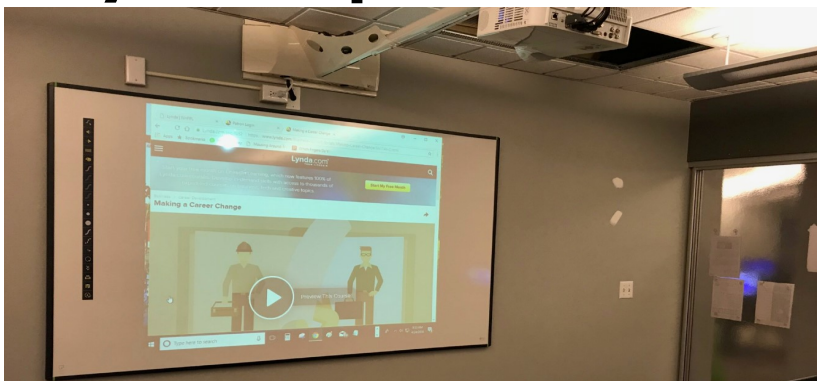


Free Weekly Computer Classes



Mondays **5 - 6:30 pm**

Dec 3	Windows 10/Internet	Windows Internet Browsers and Internet Security
Dec 10	Word Intro	Creating Your Own Documents: Cover Letters that Persuade
Dec 17	Computer Intro	Understanding the Basics: Keyboard, Mouse & Email
Dec 24	No Class	Closed for Christmas Holidays
Dec 31	No Class	Closed for New Years

Wednesdays **10:30 - 12 noon**

Dec 5	Excel Intro	How Spreadsheets Can Simplify Your Life
Dec 12	Excel Part II	Tools to Analyze Everyday Information
Dec 19	Excel Part III	Pivot Tables > Complex Data Simplified
Dec 26	Power Point Intro	Generating Powerful Presentations

Fridays **10:30 - 12 noon**

Dec 7	Word Intro	Creating Your Own Documents: Cover Letters that Persuade
Dec 14	Word II	Visually Enhancing Your Documents
Dec 21	Resume Writing	Sprucing Up Your Resumes
Dec 28	Job Searching	Researching and Applying for Jobs Online

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.