EMERALD ISLE BASIC COMPUTER COURSE II
(For those students who have completed the senior computer course)

   A. Learn how to e-mail family and friends

- Set up an e-mail account
- Write an e-mail
- Insert attachments to an e-mail
- Set up an address list
- Learn how to use the inbox, delete files, sent messages, etc.

   B. Learn how to navigate the web using search engines

   C. Create the following documents in Word using the alignment buttons, bullets, numbering, and desktop publishing features in Microsoft Office: letters, tables, flyers, etc.

   D. Create a household budget in Excel—a spreadsheet program in Microsoft Office.

This is a five (5) week course covering the topics listed above.

Time: **11:45 a.m. to 1:00 p.m.**
Day: **Monday**
Dates: **Fall and Spring session**
Cost: **$5.00 per session**

Registration is limited to eight (9) computers.

Name _____

Address _____

Contact Phone _____