Fall Computer Classes   Sessions 1

Computers for Beginners

Students will learn about computer software and hardware, the Internet, email and basic features of Microsoft Word.

Mondays: September 13th, 20th. 27th and October 4th, 11th   **10am – 11.15am** $5 donation per class

Intermediate Computer Applications

Using Microsoft Word students will create letters, flyers, tables and memos. In Microsoft Excel students learn basic features by creating a budget, small payroll and other financial documents. *Typing speed of 35 w.p.m. is required

Mondays: September 13th, 20th. 27th and October 4th, 11th   **6.15pm – 7.30pm** $15 fee per class

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Sessions 2

Computers for Beginners Part II

Students will learn information about e-mail such as inserting attachments, setting up an address list, deleting files, etc. Search engines will be used to navigate the web. Flyers, tables and cards will be created using the format features in Word.

Mondays: November 1st,8th,15th,22nd and 29th   **10am – 11.15am** $5 donation per class

Advanced Computer Applications

Microsoft Word- mail merge   Microsoft Excel- large payroll and sales report

Microsoft PowerPoint- slide presentation   Microsoft Access- create a database

Mondays: November 1st,8th,15th,22nd and 29th   **6.15pm – 7.30pm** $15 fee per class

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Sessions 3

Typing for Beginners

Students will learn correct keyboarding reaches, master alphabetic keys and use of other keys such as symbols, tab key, caps lock, num lock, enter, delete, backspace, etc. Students will work at their own pace after a teaching demonstration. Typing Quick and Easy is the program used.

Mondays: December 6th, 13th, 20th and January 3rd, 10th   **10am – 11.15am** $5 donation per class

The computer lab contains nine computers utilizing Window XP, Microsoft 2003