Computers for Beginners Part 2

QUEENS OFFICE

Mondays @ 10am – 11.15am

November 1st

November 8th

November 15th

November 22nd

November 29th

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. Other internet phenomena such as podcasts, webcasts, etc. will be introduced.

Call 718- 478-5502 ext 204 for details

$5 donation per class

Advanced Computer Applications

QUEENS OFFICE

Mondays @ 6.15pm – 7.30pm

November 1st

November 8th

November 15th

November 22nd

November 29th

Microsoft Word- mailmerge
Microsoft Excel - large payroll and sales report
Microsoft PowerPoint- slide presentation
Microsoft Access- create a database
*Typing speed of 35 w.p.m. is required

Call 718- 478-5502 ext 204 for details
$15 fee per class