

BEGINNER CLASSES

Computers 101 1 HOUR

This is the class for the true computer novice. Students will be instructed on how to operate a mouse.

Introduction to the Internet 1 HOUR

Using the Internet Explorer browser, & search engines you will learn how to surf the web. *Experience using the mouse required.*

Introduction to Word Processing 1 HOUR

Creating, opening, saving, printing and closing a document. *Experience using the mouse required.*

Genealogy Web Sites 1 HOUR

Climb aboard your family tree using the Internet. *Experience using the mouse required.*

Web Based Email 1 HOUR

You will set up your own free web based email account. This is for those **WITHOUT** an email address. *Experience using the mouse required.*

ADVANCED CLASSES FOR THE EXPERIENCED COMPUTER USER.

Introduction to Access 2 HOURS

Learn how to create a database. **EXCELLENT Mouse skills required**

Introduction to Excel 2 HOURS

Making numbers make sense: an overview of spreadsheets, their construction, their use, and their data.

Introduction to Adobe Photoshop Elements 2 HOURS

Learn the tricks on how to make your digital photos “perfect”. **EXCELLENT Mouse skills required.**

Introduction to PowerPoint 2 HOURS

Learn the basics on how to create, save and print dynamic PowerPoint presentations.

Advanced Word Processing 2 Hours

Learn how to insert clip art, word art and mail merge

Introduction to Publisher 1 Hour

Learn to create eye-catching flyers