



Pre-registration is required. Please sign up at Help Desk or call 865-7217.  
Register for each workshop individually. All of our workshops are FREE!

## Introduction to Microsoft Windows

An overview of the Windows 10 operating system used by all Microsoft Windows software programs (Word, Internet Explorer, etc.). Open software, use the mouse, keyboard, and Window components.



**Saturday, February 2, 10:30 - noon**

**Wednesday, March 20, 5:30 - 7 pm**

## Introduction to Microsoft Word

Get acquainted with the basic elements of the Word window: toolbars, menus, and icons. Copy and paste text and pictures; format text, paragraphs and pictures.

**Tuesday, February 5, 5:30 - 7 pm**

**Tuesday, March 26, 5:30 - 7 pm**

## Intermediate Microsoft Word

Learn more advanced Word features and tips to customize letters, resumes, greeting cards, and flyers.



**Tuesday, February 12, 5:30 - 7 pm**

**Tuesday, April 2, 5:30 - 7 pm**

## Introduction to Excel

Learn to use an electronic spreadsheet: Columns, rows, cells, enter data, and create basic formulas.

**Saturday, February 16, 10:30 - noon**

**Wednesday, April 3, 5:30 - 7 pm**

## Intermediate Excel

Learn formula entry, on screen and printed page formatting, freeze pane, and simple plotting as you create a loan payment schedule. Prerequisite: Introduction to Excel or spreadsheet familiarity.



**Saturday, February 23, 10:30 - noon**

**Wednesday, April 10, 5:30 - 7 pm**

## Introduction to HTML5 and CSS3-- A 4-part Workshop!\*

Learn the fundamentals of HTML5 and CSS3 languages that can help you to create visually appealing web pages. HTML is the base language supporting all web pages. By the end of this course, you'll learn the basics of HTML and CSS and how to structure and style your webpage.



**Four Wednesdays: February 20 & 27, and March 6 & 13, 5:30-7 pm**

\*New material is taught in each workshop-- students should attend all 4 workshops.

Over for more workshops!



## Facebook for Seniors (50+)

Learn how to use this valuable social networking tool to stay in touch with friends and family. Prerequisites: Must be comfortable using the keyboard and mouse and have a working email address.



**Tuesday, February 19, 5:30 - 7 pm**

**Tuesday, March 19, 5:30 - 7 pm**

## Google Drive

Learn the essential of Google Drive Cloud Computing. In this 2-part workshop, students will discover how to use the Google Suite Account for basic home, business and professional work and projects. We will use the web browser and no special software is required.

**Prerequisites:** Must have basic computing skills, familiarity with using the Internet, and access to an active Google/Gmail account.

### Google Drive 1

This session will cover the essentials of Google Chrome, Gmail and Google Doc: Write reports, create joint project proposals, keep track of meeting notes, and much more.

**Wednesday, February 6, 5:30 - 7 pm**

**Saturday, April 6, 10:30 - noon**



### Google Drive 2

This session will cover Google Sheets and Google Slides. With Google Sheets, students can handle task lists, create project plans, analyze data with charts and filters, and much more. And with Google Slides, students can create and present professional pitch decks, project presentations, training modules, and much more.

**Wednesday, February 13, 5:30 - 7 pm**

**Saturday, April 13, 10:30 - noon**

## iPhone

Learn useful skills in customizing your iPhone and getting the most out of its features and apps. Participants must have an iTunes account and know their password.

**Tuesday March 12, 5:30 - 7 pm**



## Introduction to PowerPoint

Get acquainted with the basics of creating a simple PowerPoint presentation - slide types, templates, charts, images, footers and animation. Prerequisite: Intro to Microsoft Word or equivalent experience.

**Saturday, March 9, 10:30 - noon**

**Wednesday, April 24, 5:30 - 7 pm**



## WordPress - **NEW!**

Create your own website without needing to know how to design or code! Learn the basics of this popular website design software and host your site for free. Choose a theme & customize to share your stories & ideas or show off your creations.

**Two Saturdays: April 20 & 27, 10:30 - noon**

\*New material is taught in each workshop-- students should attend both workshops.

