



FREE COMPUTER CLASSES

COMPUTER BASICS

COMPUTER BASICS I

Learn the parts of a computer, how to use the mouse, how to type using the keyboard effectively, browse the internet, and create and utilize an email account.

This course consists of 6 classes

COMPUTER BASICS II*

Learn how to effectively utilize your email address for job search purposes, use the internet to conduct a job search, and how to complete online applications.

This course consists of 4 classes

MICROSOFT OFFICE

INTRO TO WORD I*

Learn the basics: how to create and edit a document, adjust formatting and spacing, and utilize bullets. *This course consists of 6 classes*

INTRO TO WORD II*

Continue to become familiar with Word by learning about tables, Clip Art, pictures, columns, and hyperlinks. *This course consists of 4 classes*

INTRO TO EXCEL I*

Introduction to Excel, which includes cell basics, formatting spreadsheets, creating formulas, and sorting & outlining data. *This course consists of 6 classes*

INTRO TO EXCEL II*

Expand your Excel knowledge by learning how to create a spreadsheet, utilize conditional formatting and basic functions, and create charts. *This course consists of 5 classes*

INTRO TO POWERPOINT*

Learn how to create a basic PowerPoint presentation. This includes creating slides, applying transitions and animations, choosing a theme, and interesting shapes.

This course consists of 2 classes

**basic computer skills required*