

Are you ready to take your computer skills to the next level?

ADVANCED COMPUTER CLASSES

Google Docs
Monday, June 7
1:30 to 3:00 pm
and
Thursday, July 29
7:00 to 8:30 pm

Google offers much more than just a search engine. Come and learn about Google’s free, web-based alternatives to Word, Excel and PowerPoint, and never carry a Flash drive again.

Must have mouse and typing skills to attend this class

Advanced Microsoft Word
Thursday, July 29
4:15 to 5:45 pm

This class covers many advanced features of

Microsoft Word including copying and pasting, keyboard shortcuts, editing photographs, Clip Art, columns and drop cap. The class is taught on the 2003 edition of Word, but many of the skills carry over to Word 2007 and the upcoming Word 2010.

Must have mouse and typing skills to attend this class

