

# Atherton Computer Ministry Fall Classes



## Computer 101 - Back to the Basics

Come learn about computer basics. This class will provide basic instruction on accessing and functionality of computer software and hardware. Class will be held on Wednesday November 15, 2017 from 6:30 to 8 PM lasting 2 weeks.



## Microsoft word 2016

The Introduction to Microsoft Word 2016 training class is designed for students new to working with Microsoft Word in Windows. Students will learn to create, edit, format, and print Microsoft Word documents. The classes are 2 hour session and will take place on Tuesday's evening for 3 weeks starting November 14, 2017 from 6pm to 8pm.

## Microsoft Excel 2016.

In this unit, students will learn Microsoft Excel Basic. Class will start at a beginner's levels and work thru to charts, pivot tables, and more. This is a 10 week course beginning Thursday November 16, 2017 @ 6:30 to 8: pm.

Please sign up for classes under the events tab. For further info e-mail the ministry at [computerministry2@gmail.com](mailto:computerministry2@gmail.com) or phone 323-757-3113 ext. 315.