



# 2018

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# COMPUTER CLASSES

## Computer 101- Start with the Basics

This class is excellent for beginners as it will provide basic instruction on the access and functionality of your computer software and hardware. Classes are 2 hour sessions from 1:00 – 3 PM, beginning Monday, April 23<sup>rd</sup> thru May 7, and 14<sup>th</sup> 2018. Class duration (3) Weeks.

## Basic Microsoft Word 2016

Students will learn to create, edit, format, and print Microsoft Word documents. This (6) week class are 2 hour session from 4-6PM beginning Tuesday May 22, 29, June 5, 12, 19, 26<sup>th</sup> 2018.

## Basic Microsoft Excel 2016.

Upon successful completion of this course, you will be able to perform basic spreadsheet related tasks useful for professional and home use. You will be exposed to Excel shortcuts and other built-in tools. (4) Week classes beginning Thursday June 7, 14, 21, 28<sup>th</sup> @ 6:30 -8 PM.

## Intermediate Microsoft Word 2016

After you master the basics of using Microsoft® Word 2016 such as creating, editing, and saving documents, navigating through a document, and printing, you're ready to move on to tackling the more advanced features. These features enable you to create complex professional documents with a consistent look and feel. They also enable you to automate (Mail Merge) tedious tasks such as preparing a letter to send to every customer of your organization. 2 hour each session, (3)j Weeks classes beginning Tuesday May 8, 15, 22 from 6-8 PM.

## Beginning Internet/ E-Mail

This is a must use tool necessary in today's society. Going fast are the days of "snail mail" and brick and mortar shopping. This is a (2) week 2 hour class beginning Monday June 4, and 11<sup>th</sup> 2018 from 5-7PM.

## Advanced Microsoft PowerPoint 2016

This Advanced Microsoft PowerPoint 2016 training class is for PowerPoint 2016 users who want to build upon their basic skills and to learn advanced-level skills or students topics covered in this course. Classes are (3) week(2) hour sessions from 10 AM-12PM beginning Saturday May 5<sup>th</sup>, 12<sup>th</sup>, and 19<sup>th</sup>.

Please visit [www.athertonbc.org](http://www.athertonbc.org) to register: or [Computerministry2@gmail.com](mailto:Computerministry2@gmail.com)

Classes are FREE to the congregation and the community.