

Brown County Job Center Computer Class Schedule

AUGUST 2010

Monday	Tuesday	Wednesday	Thursday	Friday
2 Intro to Word 1:00 pm - 4:00 pm	3	4 Computer Basics 9:00 am - 12:00 pm	5	6
9 Intro to Excel 1:00 pm - 4:00 pm	10	11 Internet Basics 9:00 am - 12:00 pm	12 Email Basics 9:00 am - 12:00 pm	13
16 Intro to Word 9:00 am - 12:00 pm	17	18 Computer Basics 1:00 pm - 4:00 pm	19	20
23 Intro to Excel 9:00 am - 12:00 pm	24	25 Internet Basics 1:00 pm - 4:00 pm	26 Email Basics 1:00 pm - 4:00 pm	27
30	31			

REMINDERS:

- Register for classes by stopping in the Computer Lab and signing the registration form.
- Please create an account before the start of class.
- Reminder phone calls will be placed to all registrants NOT on the wait list.

PLEASE DIRECT ANY QUESTIONS ABOUT CLASSES TO TINA OR ANDREW 920-448-6744

## Brown County Job Center Computer Class Descriptions

AUGUST 2010

### **COMPUTER BASICS: (two 3-hour sessions)**

**Beginner**

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BEGINNER COMPUTER USERS-this is a must have class. In this class you will learn how to use a mouse for navigating Windows and other programs available in the computer lab. We will talk about the components of a computer, how to save documents and use the mouse to select programs, menus, and text. This is for the very basic user or someone with very little knowledge of the computer. Please sign up for a computer lab account **BEFORE** the day of class.

### **INTERNET /EMAIL BASICS: (3 Hours each)**

**Beginner**

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Are you new to using the Internet to find a job? Should you apply for that job using Email?? ABSOLUTELY!!!! Then this class is for you. We will look at all the functions of the Internet Browser, view web sites for finding jobs and talk strategy when filling out an online application. We will also set up email accounts, look at the features of the software and learn about email etiquette when applying for jobs. Handouts detailing each step of how to send and receive emails will be your take home gift, to help you retrieve your email from ANY computer with an Internet connection.

### **INTRODUCTION TO WORD: (two 3 hour sessions)**

**Beginner to Intermediate**

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This class is designed for those interested in breaking down the mystery of how to use MS Word. If you have dreamt of knowing how to create a word document, save it and find it again, then this is the class for you. We will explore the features of the menus for formatting documents, using tools for spell check, and adding enhancements like tables and graphics. The format of this class will be a combination of discussion and hands on with MS Word. Bring fingers ready to be busy!

### **INTRODUCTION TO EXCEL: (two 3 hour sessions)**

**Beginner to Intermediate**

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The spreadsheet program of the MS Office family can be simple to use when you know the difference between a row and column. This class will break it all down very simply and have you calculating formulas by the end. We will identify the features and possibilities of the program and then learn how to create our very own workbook with multiple worksheets displaying data in graphs and spreadsheet format. Knowing how to print the data is essential and will be covered in depth. Come with an open mind to exploring how to keep track of everything from numbers to data and you will learn how much fun this program can be to use.

### **ADDITIONAL INFORMATION:**

Class sizes are held to 10 participants. Empty seats AUGUSTbe filled on the day of class by late registrants or walk ins. Please create a computer lab account when you register for class. Please arrive 5 minutes early to class.

**COMPUTER LAB HOURS: M-TH 8:30-4:00, F 10:00-4:00**