

Computer Classes

October, November, December, 2009

Word – Introduction

Wednesday 10/7/09 1-4:30p

Word – Intermediate

Thursday 11/12/09 8:30-12

Excel – Introduction

Tuesday 10/13/09 8:30-12

Tuesday 12/8/09 8:30-12

Excel – Intermediate

Tuesday 11/10/09 1-4:30p

Thursday 12/17/09 8:30-12

Excel – Pivot Table Workshop

Monday 10/19/09 9-12

Excel – Advanced Functions and Formulas Workshop

Tuesday 12/15/09 9-12

Excel – Data Retrieval & Lookups

Thursday 10/01/09 9-12

PowerPoint – Introduction

Tuesday 10/20/09 8:30-12

PowerPoint – Intermediate

Wednesday 11/18/09 8:30-12

Access – Introduction

Wednesday 10/21/09 8:30-12

Access – Intermediate

Thursday 11/19/09 8:30-12

Outlook – Introduction

Wednesday 10/14/09 9-11 am

Tuesday 11/24/09 9-11 am

Outlook – Intermediate

Monday 10/26/09 9-11 am

Wednesday 12/16/09 9-11 am

Basic Computer Skills

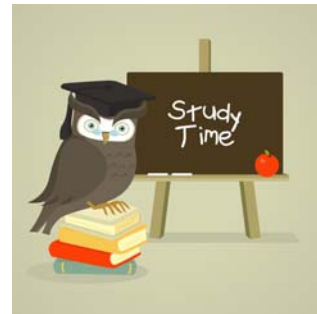
Monday 10/5/09 9-11 am

Monday 11/9/09 9-11 am

Tuesday 12/1/09 1-3 pm

New – Microsoft SharePoint

Wednesday 12/2/09 9-12 pm



Updated 9/1/2009