

# COMPUTER CLASSES with E-Z COMP

Instructor: Lynn Pesonen, EZ COMP, instructor for 12 years

## HANDS ON BEGINNING COMPUTERS

\$105 (SR \$80) • 3 classes

20.401 M 6:30-8:30pm 9/21-10/5 CAB

Tired of asking family and friends for help? As you're sitting at a provided computer with another student we'll discuss the different parts of the computer, get familiar with the mouse and keyboard and how to navigate Windows. You'll learn word-processing using Microsoft Word and how to create spreadsheets using Microsoft Excel. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$30 Lab Fee at the first class session.**

## HANDS-ON MICROSOFT OUTLOOK

\$45 (SR \$35) • 1 class

20.402 M 6:30-8:30pm 10/12 CAB

As you're sitting at a provided computer with another student, you'll learn how to get organized using the Calendar to add, delete, track appointments and invite co-workers to meetings; setup Reminders, manage the To-Do List; plus set up and manage an address book in the Contacts section.

**The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

## HANDS-ON MICROSOFT EXCEL

\$45 (SR \$35) • 1 class

20.408 M 6:30-8:30pm 10/19 CAB

While sitting at a provided computer with another student you'll learn how to create and edit spreadsheets. You'll learn shortcuts to enter and edit data, simple and complex formulas, formatting text and numbers, sort lists, insert/delete columns, rows, multiple worksheets and discuss printing. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$20 Lab Fee at the class. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

## HANDS-ON MICROSOFT WORD

\$45 (SR \$35) • 1 class

20.404 M 6:30-8:30pm 10/26 CAB

Accomplish your holiday mailings quickly and easily! As you're sitting at a provided computer with another student you'll learn how to setup a mail merge in 6 easy steps. You'll create a customized name and address list and merge the list to print onto letters, labels and envelopes so each is personalized. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

## HANDS-ON MICROSOFT WINDOWS

\$45 (SR \$35) • 1 class

20.403 M 6:30-8:30pm 11/2 CAB

Do you know where your files go when you save or download them? Take the mystery out by learning how to create and manage your files and folders. As you're sitting at a provided computer with another student, you'll learn how to save your files in the appropriate folder, move and delete files, plus how to back them up to a CD or to a removable drive.

**The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

## HANDS-ON DIGITAL PHOTO AND SCANNER CLASS

\$110 (SR \$84) • 2 classes

20.405 M 6:30-8:30pm 11/9-11/16 CAB

You have photos that you need scanned or have taken with your digital camera, now what? Using a provided computer and scanner you'll learn how to organize your photos and how to edit your pictures with PhotoShop Elements. The concepts you learn will allow you to enhance and preserve great photos. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$30 Lab Fee at the first class session.**

## HANDS-ON POWERPOINT

\$45 (SR \$35) • 1 class

20.406 M 6:30-8:30pm 11/30 CAB

Learn to design and enhance your slide show presentations from beginning to end. While sitting at a provided computer with another student we'll begin working with presentation designs, how to insert photos, clip-art and sound effects, how to use animation for enhancement and how to run the presentation with ease. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

## HANDS-ON MICROSOFT PUBLISHER

\$45 (SR \$35) • 1 class

20.407 M 6:30-8:30pm 12/7 CAB

Microsoft Publisher allows you to create flyers, newsletters, business cards and many other types of publications. While sitting at a provided computer with another student, you'll work with a pre-designed template to learn how to modify the design and content. With the skills you learn you'll create impressive and professional publications. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**