

Class Descriptions

Class	Description
Word	Learn the basics of how to use Word from creation of a document to saving it and sending out via email.
Excel	Excel can be used to lay out budgets for your home or office. Learn the basics and more and harness the power of Excel.
Computer Basics	Learn how to turn that silly box called a computer on. The power of information is at your finger tips. Learn what makes a computer work and how to use one in our introductory class for first time users.
Teen Computer Club	Learn how to get the most out of a computer by expanding your skills. You will learn how to use a variety of programs that will help you succeed in school and in the job world.
Senior Beginners	Never touched a computer? Then this is the class for you! We will take you through the crazy world of computers and show you how simple they really are.
Senior Advanced Beginners	This is the next stage of our Senior programs. You will learn more complex programs and software.