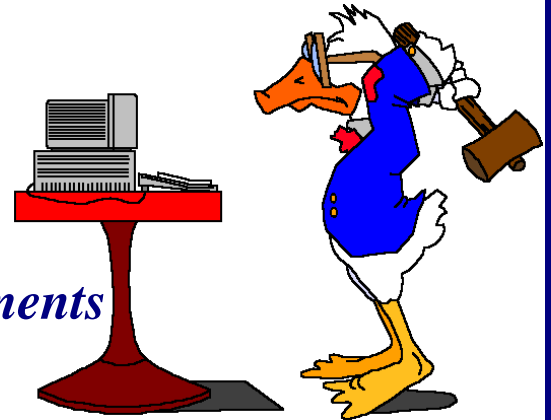


Learning How to Use Computers

8 Weeks
Only \$50*!

This Computer Literacy (Part B) course addresses the following topics:

- *Using Email & Sending attachments*
- *Browsing & Searching the Internet*
- *Word Processing projects with Microsoft Word*
- *Spreadsheet basics with Microsoft Excel*
- *Slideshow basics with Microsoft PowerPoint*
- *Computer Settings & Control Panel basics*



This class begins 4/18/19 and is taught in a hands-on, instructor-led setting for 8 weeks. (The final class meeting is 6/6/19).

There is no pre-requisite for this course. The class fee is \$50.*

► **Computer Literacy - Part B: Thursdays, 6PM - 8PM** ◀

Alan Gauthier has been teaching Microsoft Office software programs at Lincoln Education Center for many years. Students appreciate his instructor-led / project-based / step-by-step approach. This hands-on method makes learning the software easier, and provides students with the skills and confidence they need to use the programs on their own to complete personal and work-related projects.



**Payment for class fees is "Cash-Only" and is refundable only due to class cancellation.*

Lincoln Education Center, Garden Grove Unified School District
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