Course / Date Offered	Difficulty Level (1- 10)	Length	Pre-Requisites	Description of Course
Excel Basics **Class is running twice – choose 1:** July 14 9 to 12 July 22 9 to 12	4	3 hours	Windows Basics, general computer familiarity, basic high-school level math skills This is a feature-rich class – we will try to get through as much material as we can given the experience level of the audience.	You will learn to design a spreadsheet from the ground up. You will learn entering, editing and deleting data; mathematics, creating formulas to add, subtract, multiply & divide, correcting and filling a formula; working with built-in functions, autosum and the paste function tool. You will also learn to format and adjust spreadsheets. In addition, we will cover inserting & deleting rows/columns; how to copy & move data; dragging & dropping; adjusting width & height; adding borders, fill color, changing fonts & point size; customizing margins, headers & footers; and sheet printout options.
Excel Intermediate overview Aug 10 9 to 12	6	3 hours	Excel Basics + Excel Formatting + use of Excel for 2 months	Presented as a light overview to Intermediate Excel topics, this class covers how to work with multiple Excel sheets and how to create linking formulas. We will also cover the basics of using Excel as a database to sort and filter.
Excel – Tips & Tricks Aug 20 9 to 12	6	3 hours	The student must have been using Excel for at least 6 months in order to attend this session.	Tips & Tricks classes are 3 hours in length and are conducted in a lecture / demonstration style. The class moves quickly through at least 40 special features in Excel that are very useful to the average person. There is no other class where you can be exposed to so much information in such a short time. The tips span the Introductory, Intermediate and Advanced levels of classes. The classes are intended for Intermediate level users, although anyone who uses Excel can get something out of these lectures. "Wow, I never knew that!" will likely be your reaction to this class.
Word Refresher Aug 5 9 to 12	4	3 hours	Must have been using Word for at least 1 year. This is an accelerated review class. This is a feature-rich class – we will try to get through as much material as we can given the experience level of the audience.	Word Refresher is an accelerated combination of Word Basics and Word Formatting with concentration on formatting skills. You will learn effective methods of navigating within a document and shortcut selection techniques. More efficient methods of deleting & undeleting, moving & copying text; dragging & dropping; and using the clipboard will be covered. We will also review manual page breaks vs. section breaks, inserting the date & time; using spell check, thesaurus & grammar check. You will also learn different shortcut methods of applying **bold**, *italics* & <u>underline</u>; changing color & font; using format painter; page setup; changing margins; adjusting line spacing; setting tabs; indenting & aligning paragraphs; numbers & bullets; applying borders; changing case; using drop caps. Even though these may be concepts you are already familiar with, this class focuses on the techniques you use every day in Word. This is a perfect chance to cement your skills before moving onto higher level Word classes.

Course / Date Offered	Difficulty Level (1- 10)	Length	Pre-Requisites	Description of Course

Windows 10: Tips & File Management Techniques
 	
Jul 27   9 to 12
	5	3 hours	This class is for people who have been using Windows but were never formally trained in Windows. If you have been "getting by" but not truly understanding where your files are, this class is for you. Anyone who wants to get their files organized should take this class. To get the most out of this class, you need to be working with Excel, Word or PowerPoint and creating files that need to be managed.
			
			This is a feature-rich class – we will try to get through as much material as we can given the experience level of the audience.
			
			This pace of this class is not for beginners.
				The Start Menu
				    Basic Screen Features (Start, Taskbar, Notification Area, Icons)
				    Switching Accounts
				    Start Menu – Apps, Search box, Tiles, and Taskbar
				    Pinning Apps to Start and the Taskbar
				Notifications Pane and Action Area
				    Dismiss a Notification, Customizing Quick Actions
				Choosing and Setting a Default Browser
				Multiple Desktops
				    Add or Remove a Desktop, Move Windows between Desktops
				Settings
				Using OneDrive
				Other Tricks
				    Window Snapping
				    Setting your default Search engine
				    Adding a printer
				    Edit a PDF in Word
				File Explorer
				    Home, Share, view and Quick Access Ribbons
				My Computer
				    Viewing Drive Contents, Changing the View
				    Moving and Copying Files
				    The Desktop and Creating/Using Shortcuts
				Network
				    Connecting to a Network Drive
				    Overview of various drives
				    Suggestions for where to store files
				The Windows File Explorer
				    Opening the Explorer, the Windows Explorer Toolbar
				    File Name Conventions
				    Changing the View, Sorting in Details View, Searching for Files
				    Creating a New Folder, Moving and Copying Files
				    Selecting, Renaming, Deleting Files or Folders in Explorer
				    Restoring Files from the Recycle Bin, Emptying the Recycle Bin
				    Formatting a Disk, Creating a Shortcut