

2018

JANUARY



Computer Classes - Hosted by Tustin Adult Education

Monday	Tuesday	Wednesday	Thursday	Friday
01 CENTER CLOSED	02	03	04	05
08	09	10	11 1:00pm-4:00pm Assessment and Basic Computer Literacy	12
15 CENTER CLOSED	16 1:00pm-4:00pm Microsoft Word	17	18 1:00pm-4:00pm Microsoft Word	19
22	23 1:00pm-4:00pm Microsoft Excel	24	25 1:00pm-4:00pm Microsoft Excel	26
29	30 1:00pm-4:00pm Microsoft PowerPoint with Presentation Skills	31	01 1:00pm-4:00pm Microsoft PowerPoint with Presentation Skills	02

Computer Literacy:
A beginning class to help students learn to use the computer for professional, educational, or personal purposes. This course is perfect for a new computer user or those interested in improving their existing skills.
Topics Include: Basic computer usage, keyboarding, Windows 10 Operating System, Microsoft Office 2016 (Word, Excel, PP, internet searches and browsing)

Microsoft Word:
Learn to effectively use MS Word for your word processing needs a fun, safe learning environment. New to Word? No worries! This is a true beginner's class.
Topics Include: Creating documents from scratch, editing, using time-saving templates, tools to increase interest and professionalism, inserting pictures, graphics, & file management!

Microsoft Excel Beginner:
Learn to create and manage data in spreadsheets using MS Excel. Students will also discover how to easily make charts and graphs.
Topics Include: Making spreadsheets from scratch, and the use of templates, using tools to create graphic representations of data such as graphs and charts, mastering basic formulas for easy data calculations!

Microsoft Excel Intermediate:
Got the basics? Go beyond and learn the skills to make you a true Excel professional--you are ready!!
Topics Include: Workbook management with advanced lessons for graphic representation of data, logical functions, pivot and lookup tables, and file protections.

Microsoft PowerPoint & Public Speaking:
Learn to create a PowerPoint slideshow, as well as develop the skills to inform and engage your audience. We will also look at Prezi presentation software.
Topics Include: Creating and editing PowerPoint slides, developing and use of tools to help you present confidently, including verbal and non-verbal techniques.

<p>Orange County One-Stop Center 17891 Cartwright Rd #100 Irvine, CA 92614</p>	<p>Hours of Operation: Monday 8:00am – 7:00pm Tuesday – Friday 8:00am – 5:00pm</p>	<p>Register for classes by emailing: IrvineWorkshops@oconestop.com Or Calling the front desk: 949-341-8000</p>
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