

2018

FEBRUARY



Computer Classes - Hosted by Tustin Adult Education

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	01	02
05	06 1:00pm-4:00pm Assessment and Basic Computer Literacy (Part 1)	07	08 1:00pm-4:00pm Assessment and Basic Computer Literacy (Part 2)	09
CENTER CLOSED	13 1:00pm-4:00pm Microsoft Word (Part 1)	14	15 1:00pm-4:00pm Microsoft Word (Part 2)	16
CENTER CLOSED	20 1:00pm-4:00pm Microsoft Excel (Part 1)	21	22 1:00pm-4:00pm Microsoft Excel (Part 2)	23
26	27 1:00pm-4:00pm Microsoft PowerPoint with Presentation Skills (Part 1)	28	01 1:00pm-4:00pm Microsoft PowerPoint with Presentation Skills (Part 2)	02
<p>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)</p>	<p>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!</p>	<p>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!</p>	<p>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.</p>	<p>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>
<p>Orange County One-Stop Center 17891 Cartwright Rd #100 Irvine, CA 92614</p>		<p>Hours of Operation: Monday 8:00am – 7:00pm Tuesday through Friday 8:00am – 5:00pm</p>		<p>Register for classes by emailing: IrvineWorkshops@oconestop.com Or Calling the front desk: 949-341-8000</p>