

# COMPUTERS



## About Lynn Pesonen

Lynn Pesonen has been teaching in the Bay Area since 1996 helping thousands to learn valuable computer skills to be used at work and/or at home by offering quality training in a friendly, relaxed and professional environment while understanding the importance of clear, accurate and patient instruction.



## COMPUTER CLASS FACTS - PLEASE READ

- The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a Lab Fee at class (see listing for amount).
- NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.
- Bring your own laptop if you'd prefer otherwise laptops will be provided with two persons per computer.
- All classes will be held at the CAB

### HANDS-ON MICROSOFT EXCEL

Work with numbers and lists? Then you need to learn Excel and its' shortcuts for setting up spreadsheets quickly and efficiently. You'll learn how to create formulas, format text and numbers, sort lists, work with multiple worksheets and various printing options.

\$45 / \$53 NR (+\$20 LAB FEE) • 1 class  
20.404 M 6:30-8:30pm 9/12

### HANDS-ON MICROSOFT EXCEL - NEXT STEP

Have you been using Excel to its potential? Become proficient and improve the way you use powerful tools to analyze and communicate your data. You'll discover how to quickly and efficiently create graphs, wrap text, merge and center cells, freeze columns and rows, plus more.

\$45 / \$53 NR (+\$20 LAB FEE) • 1 class  
20.405 M 6:30-8:30pm 9/19

### HANDS-ON MICROSOFT WORD

Are you familiar with Microsoft Word but know there is more to learn and want to become proficient with editing and formatting a document? You'll discover a broad range of Word features to create, apply and modify styles to speed up your formatting process.

\$45 / \$53 NR (+\$20 LAB FEE) • 1 class  
20.406 M 6:30-8:30pm 9/26

### HANDS-ON POWERPOINT

Learn to design and enhance your slide show presentations. We'll work with presentation designs, bulleted lists, inserting photos and clip-art, applying animation effects and how to run the presentation with ease.

\$45 / \$53 NR (+\$20 LAB FEE) • 1 class  
20.409 M 6:30-8:30pm 10/10

### HANDS-ON POWERPOINT - NEXT STEP

Transform basic presentations into a powerful means of communication. You'll create dynamic and visually appealing slide shows by inserting photos, applying special animation effects such as music and videos and presenting the slide show manually and automatically.

\$45 / \$53 NR (+\$20 LAB FEE) • 1 class  
20.410 M 6:30-8:30pm 10/17

### HANDS-ON MICROSOFT PUBLISHER

Learn how to create newsletters, invitations, flyers, cards and more with Microsoft Publisher. You'll work with a pre-designed template to learn how to modify the design and content. With the skills you learn you'll create impressive publications.

\$45 / \$53 NR (+\$20 LAB FEE) • 1 class  
20.408 M 6:30-8:30pm 10/24

### HANDS-ON MICROSOFT OUTLOOK

Get organized using the Calendar to add, delete, track appointments and invite co-workers to meetings; setup Reminders, manage the To-Do List; plus set up and manage an address book in the Contacts section.

\$45 / \$53 NR (+\$20 LAB FEE) • 1 class  
20.411 M 6:30-8:30pm 11/7

### HANDS-ON MICROSOFT WORD-MAIL MERGE

Accomplish your mailings quickly and easily using mail merge in 6 easy steps. You'll create a customized name and address list and merge the list to print onto letters, labels and envelopes so each is personalized.

\$45 / \$53 NR (+\$20 LAB FEE) • 1 class  
20.407 M 6:30-8:30pm 11/14

### HANDS-ON DIGITAL PHOTO/SCANNER & PHOTOSHOP

You have photos you need scanned or have taken with your digital camera, now what? Learn how to organize your photos and how to edit your pictures with PhotoShop Elements. The concepts you learn will allow you to enhance and preserve great photos.

\$105 / \$125 NR (+\$30 LAB FEE) • 2 classes  
20.402 M 6:30-8:30pm 11/28-12/5

### HANDS-ON MICROSOFT WINDOWS

Do you know where your files go when you save or download them? Take the mystery out by learning how to organize your files by creating folders, how to save your files in the appropriate folder, move and delete files, plus how to back files up externally.

\$45 / \$53 NR (+\$20 LAB FEE) • 1 class  
20.403 M 6:30-8:30pm 12/12