

COMPUTER CLASSES with E-Z COMP

Instructor: Lynn Pesonen, EZ COMP, instructor for 12 years

HANDS-ON DIGITAL PHOTO AND SCANNER CLASS

\$105 (SR \$80) • 2 classes

20.203 M 6:30-8:30pm 4/20-4/27

You have photos that you need scanned or have taken with your digital camera, now what? Using a provided computer and scanner you'll 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. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$30 Lab Fee at the first class session.**

Location: CAB

HANDS-ON MICROSOFT WINDOWS

\$40 (SR \$32) • 1 class

20.202 M 6:30-8:30pm 5/4

Do you know where your files go when you save or download them? Take the mystery out by learning how to create and manage your files and folders. As you're sitting at a provided computer with another student, you'll learn how to save your files in the appropriate folder, move and delete files, plus how to back them up to a CD or to a removable drive. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20.00 Lab Fee at the class.**

Location: CAB

HANDS-ON MICROSOFT EXCEL

\$40 (SR \$32) • 1 class

20.208 M 6:30-8:30pm 5/11

While sitting at a provided computer with another student you'll learn how to create and edit spreadsheets. You'll learn shortcuts to enter and edit data, simple and complex formulas, formatting text and numbers, sort lists, insert/delete columns, rows, multiple worksheets and discuss printing. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$20 Lab Fee at the class.**

Location: CAB

HANDS-ON MICROSOFT OUTLOOK

\$40 (SR \$32) • 1 class

20.207 M 6:30-8:30pm 5/18

As you're sitting at a provided computer with another student, you'll learn how to get organized using Outlook! You'll use the Calendar to add, delete, track appointments and invite co-workers to meetings; setup Reminders, manage the To-Do List; record notes in the Journal; set up and manage an address book in the Contacts section. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class.**

Location: CAB



HANDS-ON MICROSOFT WORD

\$40 (SR \$32) • 1 class

20.204 M 6:30-8:30pm 6/1

As you're sitting at a provided computer with another student you'll learn how to create and print envelopes, labels and how to setup a mail merge. You'll create a customized name and address list and merge the list to print onto letters, labels and envelopes so each is personalized. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class.**

Location: CAB

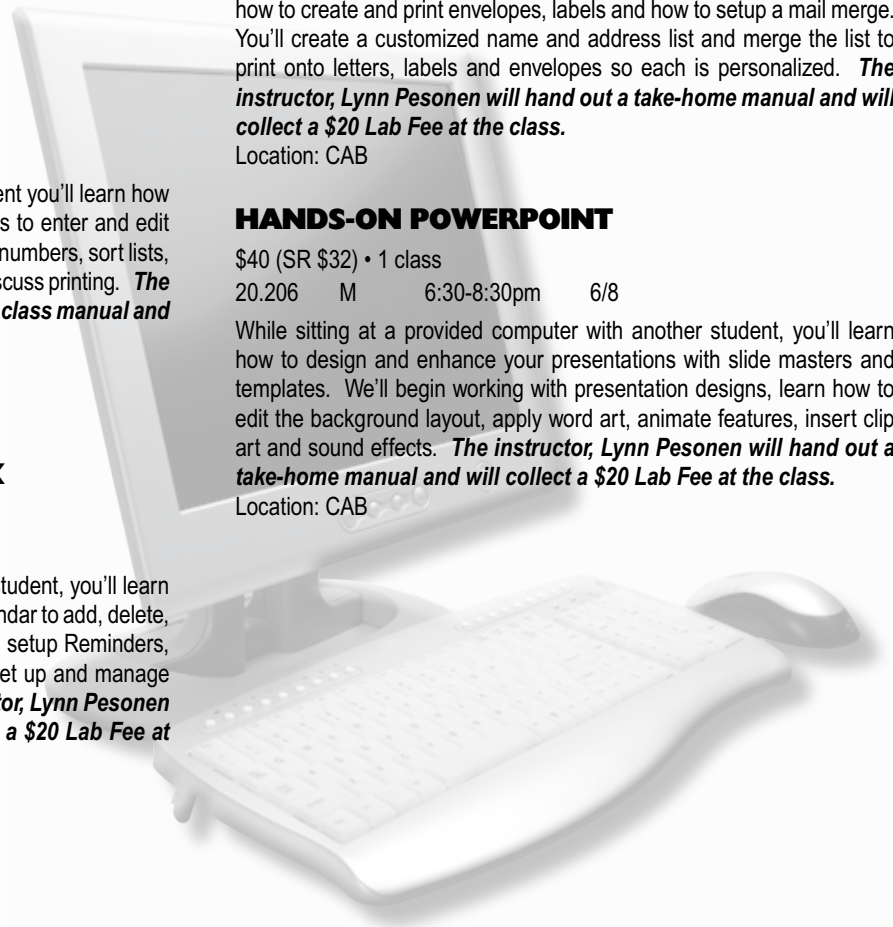
HANDS-ON POWERPOINT

\$40 (SR \$32) • 1 class

20.206 M 6:30-8:30pm 6/8

While sitting at a provided computer with another student, you'll learn how to design and enhance your presentations with slide masters and templates. We'll begin working with presentation designs, learn how to edit the background layout, apply word art, animate features, insert clip art and sound effects. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class.**

Location: CAB



ADULTS