

## COMPUTER CLASSES

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.

### 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 create and manage your files and folders. You'll learn how to create and save your files in the appropriate folder, move and delete files, plus how to back them up externally. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20 Lab Fee at the class. Computers are provided. Two persons per computer. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

Location: CAB

\$45 (SR \$35) • 1 class

20.103 M 6:30-8:30pm 1/11

### HANDS ON BEGINNING COMPUTERS-WINDOWS, EXCEL, WORD

Tired of asking family and friends for help? We'll begin discussing the different parts of the computer and how to navigate Windows beginning with the Start Menu. You'll learn how to create spreadsheets using Microsoft Excel and word-processing using Microsoft Word. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$30 Lab Fee at the first class session. Computers are provided. Two persons per computer.**

Location: CAB

\$105 (SR \$80) • 3 classes

20.101 M 6:30-8:30pm 1/25-2/8

### HANDS-ON MICROSOFT WORD-MAIL MERGE

Accomplish your mailings quickly and easily! You'll learn how to setup a 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. **The instructor, Lynn Pesonen will hand out a take-home manual and will collect a \$20.00 Lab Fee at the class. Computers are provided. Two persons per computer. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

Location: CAB

\$45 (SR \$35) • 1 class

20.104 M 6:30-8:30pm 2/22

### 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. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$20 Lab Fee at the class. Computers are provided. Two persons per computer. NO REFUNDS 7 DAYS PRIOR TO CLASS START DATE.**

Location: CAB

\$45 (SR \$35) • 1 class

20.108 M 6:30-8:30pm 3/1

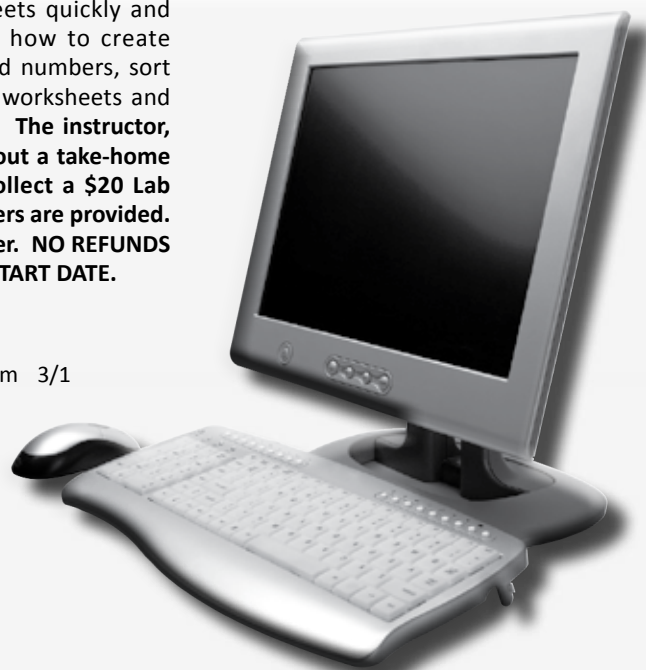
### HANDS-ON DIGITAL PHOTO AND SCANNER

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. **The instructor, Lynn Pesonen will hand out a take-home class manual and will collect a \$30.00 Lab Fee at the first class session. Computers and scanners are provided. One person per computer.**

Location: CAB

\$105 (SR \$80) • 2 classes

20.105 M 6:30-8:30pm 3/8-3/15



adults

## Civic Engagement Opportunities at the Veterans Memorial Senior Center

Help your community while embracing challenging, exciting project based volunteer opportunities! We need your skills and expertise to make our Senior Center the best that it can be. See below for our current needs and please call (650) 780-7270 for more information.

### CURRENT NEEDS:

- Instructors
- Choir Director
- Program / Travel Coordinator
- Bingo Team Leaders
- Fundraising Coordinator
- And More!

