BASIC COMPUTER CLASS

Learn about:

- Keyboard shortcut keys and terms
- Basic computer components & skills (Windows 7 Professional)
- Internet and browsing
- How to create your own e-mail account (Gmail)
- Microsoft Word

Registration and classes held at:

Chaldean Community Foundation
3601 15 Mile Rd
Sterling Heights, MI 48310
586-722-7253

CLASS SCHEDULE
Tuesday & Thursday 09:00 AM - 11:00 AM for 11 weeks

CLASS SESSIONS

Fall Session: 10/04/2018 - 12/20/2018
Winter Session: 01/08/2019 - 03/21/2019
Spring Session: 04/09/2019 - 06/20/2019
Summer Session: 07/09/2019 - 09/19/2019

Enrollment fee of $25 (non-refundable) is collected on the first day of the class.
INTERMEDIATE COMPUTER CLASS

Learn about Microsoft:

Word
- Keyboarding
- Mail Merge
- Creating a resume

PowerPoint
- Getting started
- Formatting PowerPoint presentations
- Enhancing a presentation with animation, video, tables, & charts
- Mastering PowerPoint

Excel
- Creating a worksheet and charting data
- Using functions, creating tables, and managing large workbooks
- Analyzing data with PIE charts, line charts, and learning the what-if statement

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Chaldean Community Foundation
3601 15 Mile Rd
Sterling Heights, MI 48310
586-722-7253

CLASS SCHEDULE
Monday 10:00 AM – 02:00 PM for 11 weeks

CLASS SESSIONS
- Fall Session: 10/08/2018 – 12/17/2018
- Winter Session: 01/07/2019 – 03/18/2019
- Spring Session: 04/08/2019 – 06/24/2019
- Summer Session: 07/08/2019 – 09/23/2019

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