



## 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.



**CHALDEAN COMMUNITY  
FOUNDATION**  
مؤسسة الجالية الكلدانية

## INTERMEDIATE COMPUTER CLASS

Learn about Microsoft:

### **Word**

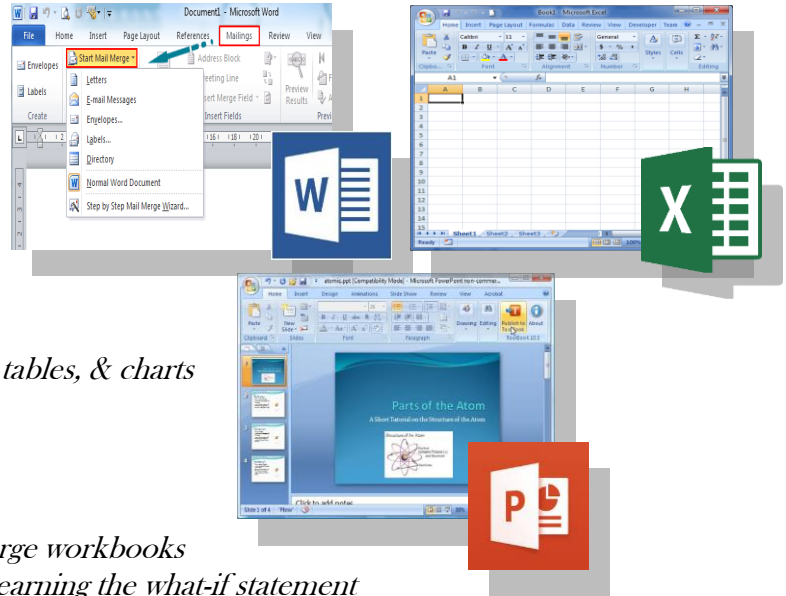
Keyboarding  
Mail Merge  
Creating a resume

### **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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Monday 10:00 AM - 02:00 PM for 11 weeks

### **CLASS SESSIONS**

<b>Fall Session:</b>	10/08/2018 - 12/17/2018
<b>Winter Session:</b>	01/07/2019 - 03/18/2019
<b>Spring Session:</b>	04/08/2019 - 06/24/2019
<b>Summer Session:</b>	07/08/2019 - 09/23/2019

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