

Computer Classes October, November, December 2010

Word – Introduction

Wednesday 11/17/2010 8:30-12

Word – Intermediate

Tuesday 11/30/2010 8:30-12

Excel – Introduction

Tuesday 11/16/2010 8:30-12

Excel – Intermediate

Wednesday 12/8/2010 8:30-12

PowerPoint – Intermediate

Thursday 12/09/2010 8:30-12

Outlook – Introduction

Friday 11/19/2010 9-11 am

Outlook – Intermediate

Wednesday 12/1/2010 9-11am

Basic Computer Skills

Monday 11/15/2010 9-11 am

Microsoft Publisher

Wednesday 12/15/2010 8:30-12



NEW!!!

Office 2007 New Features

*****Held in Classroom 6A**

Thursday 10/07/2010 9-11am

Wednesday 10/13/2010 1-3pm

Wednesday 11/04/2010 9-11am

Thursday 11/11/2010 1-3pm

Wednesday 12/01/2010 1-3pm

EXCEL 2007 – Advanced Functions & Pivot Tables

Monday 10/20/2010 9-12pm

For more information contact:

Phyllis Sharum
Computer Training Educator
(714) 771-8000 x17435
Phyllis.sharum@stjoe.org