

COMPUTER CLASSES

Basic Computing Featuring **MS Office Suite**

Learn basic computer skills and be introduced to the software concepts of the

Microsoft Office Suite

Have you ever wondered what really goes into making your project look better? This course will guide you through the steps necessary to bolster your confidence so you can produce high-quality computer generated products. You will also learn how to manage files and create basic documents. Not only will you learn the fundamentals of Microsoft's **Word, Power Point, Paint, and Excel** with hardware and internet foundations, but it will spark your creative computing potential. This class will support what you want to accomplish in the computer-based world that we live in today. If your skills are beginning, intermediate, or advanced, you are welcome, and you are invited to bring in your projects!



DUBLIN ADULT SCHOOL
6901 York Drive, Dublin, CA 94568

When | Wednesdays, March 30 - May 18
(no class April 6 due to Spring Break)

Time | 6:30 p.m. - 8:30 p.m.

Where | Valley High School - Room B9 / 6901 York Drive, Dublin

Cost | \$50.00

Instructor | Jan Cohen / Wells Middle School Math Teacher

Minimum 15 Students Required. *Space is Limited - Register Early*

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