

**It's Never Too Late to Learn!**

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# JANUARY/FEBRUARY COURSE SCHEDULE

## January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 Managing Digital Photos	13	14 Intro to Excel	15	16
17	18 Outlook Scheduling/ Organizing	19 ↓	20 Upgrad- ing to Office 2007	21 ↓	22	23
24	25 ↓	26 Quick- books Pro I	27 ↓	28 ↓	29	30

## February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 MS Word Expert For- matting	2 ↓	3 Selling on eBay	4 ↓	5	6
7	8 ↓	9 ↓	10 ↓	11 Excel Functions/ Formulas	12	13
14	15	16 ↓	17 ↓	18 ↓	19	20
21	22	23	24	25	26	27
28						

# COURSE DESCRIPTIONS

**Introduction to Excel**—Learn the basics of spreadsheets, including ranges, formats, formulas, printing, and page layout. Most jobs require some knowledge of spreadsheets, and this is a great introduction! 4 Thursdays Jan 14—Feb 4, \$120

**Selling on eBay**—Learn the “ins and outs” of selling on the popular online auction site from an eBay certified instructor! Uploading pictures, writing descriptions, understanding PayPal, packing and shipping, and tips and tricks. 3 Wednesdays Feb 3—17, \$95

**Managing your Digital Photos**—Learn to download photos from your digital camera, organize them, and present them in a slide show, and burn them to a CD. Don’t lose those precious memories! Safeguard your past for your future. 2 Tuesdays Jan 12—19, \$75

**Excel Functions/Formulas** – If you know enough about Excel that you don’t need an introductory course, but would like to *really* understand formulas and functions, this is the course for you! Learn basic to complex formulas, functions such as *sum, min, max, countif, pmt, lookup, if tests* and other functions. Understand the syntax of formulas and functions, and feel better about the math! 2 Thursdays Feb 11—18, \$75

**Expert Formatting in Word** – You can create a document, do basic editing (bold, underline, font, etc.) but you want to know MORE. Understand the icons on the ruler, managing paragraph indents, bullets and numbered lists, styles and fonts. Be a formatting wizard! 2 Mondays Feb 1— 8, \$75

**Quickbooks Pro 2009 Introduction**—In this course you will work with QuickBooks Pro 2008, software designed to help small- and medium-sized businesses keep their books easily and accurately. You will begin with an introduction to the software and some basic file management principles. Then you will learn the fundamental skills needed to effectively deal with customers, vendors, and banking transactions. Finally, you will create your own company file. After completing this course, you will be ready to move onto more advanced QuickBooks tasks. Applicable for earlier versions of Quickbooks. 4 Tuesdays Jan 26—Feb 16, \$199

**Upgrading to Office 2007** – Learn what’s new and different in this radically-changed version of Microsoft Office. We’ll hit on the changes and upgraded features of Word, Excel, Outlook and PowerPoint. We’ll assume you’ve used these products before. 2 Wednesdays, Jan 20—27, \$75

**Outlook Scheduling/Organizing**—Learn the details of organizing your emails into folders and color-coding, scheduling appointments and inviting attendees, or just ask questions about this complex product! 2 Mondays Jan 18—25, \$75

**All Prices include Materials**

## Registration Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City State Zip \_\_\_\_\_

Email: \_\_\_\_\_

<u>Course(s)</u>	<u>Cost</u>	<u>Course(s)</u>	<u>Cost</u>
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