



MS WORD • Ages 18 & UP

A great course on how to use and not fear MS Word. The course will include how to set-up documents and/or business letters or other documents and create, save, find, edit, and print documents correctly and speedily; how to set-up flyers and newsletters; tables, outlines and templates; mail merges; handouts. Handouts and in class exercises provided. Upon successful completion of course student will earn a Certificate of Achievement. Sessions meet Thursdays at the North Vallejo Community Center Computer Room. For additional information contact the Center at 648-4650. Pre-registration required. Prerequisite: Typing experience helpful. Instructor: Schatze Coleman

Cost: \$125 per session • \$150 non-resident Plus \$10 materials fee paid at class.

- May, Code 16167 Thur, May 8-29, 6:30-8:30 pm
- Jun, Code 16168 Thur, Jun 5-26, 6:30-8:30 pm
- Jul, Code 16169 Thur, Jul 3-24, 6:30-8:30 pm
- Aug, Code 16170 Thur, Aug 7-28, 6:30-8:30 pm

DOWN-N-DIRTY MS WORD II• Ages18 & Up

This course will demonstrate through lecture, handouts, visual aids, and course exercises successful and more advanced use of MS Word in an office/business setting; to develop a higher level of competency in the use of MS Word's processing features; raise understanding of creating more complex business/professional/informational (including insertion of graphics) documents including mail merges with step by step description of how document(s) were created for participants portfolio. Upon successful completion of the course students will earn a Certificate of Achievement. Sessions meet Tuesdays for four weeks, at the North Vallejo Community Center Computer Room. For additional information contact the Center at 648-4650. Pre-registration required. Prerequisite: Typing experience helpful. Instructor: Schatze Coleman

Cost: \$125 per session • \$150 non-resident \$10 material fee paid at first class to the instructor.

- Jun, Code 16182 Tue, Jun 3-24, 6:30-8:30 pm
- Aug, Code 16183 Tue, Aug 5-26, 6:30-8:30 pm



MS EXCEL • Ages18 & UP

A great course on how to use and not fear MS Excel. Course will cover: the Excel screen; proper terminology, entering data, making changes in Excel, formatting, formulas and functions. Handouts and in-class exercise provided. Upon successful completion of course student will earn a Certificate of Achievement. Sessions meet Wednesdays for four weeks, at the North Vallejo Community Center Computer Room. For additional information contact the Center at 648-4650. Pre-registration required. Prerequisite: Typing experience helpful. Instructor: Schatze Coleman

Cost: \$125 per session • \$150 non-resident \$10 material fee paid at first class to the instructor.

- May, Code 16173 Wed, May 7-28, 6:30-8:30 pm
- Jun, Code 16174 Wed, Jun 4-25, 6:30-8:30 pm
- Jul, Code 16175 Wed, Jul 2-23, 6:30-8:30 pm
- Aug, Code 16176 Wed, Aug 6-27, 6:30-8:30 pm

DOWN-N-DIRTY MS EXCEL II• Ages18 & UP

This course will demonstrate through lecture, handouts, visual aids, and course exercises successful and more advanced use of MS Excel in an office/business/financial setting; how to more effectively make MS Excel work for the participant; creation of more complex spreadsheets (including insertion of graphics); creation of clear and concise charts. Students will develop a clear understanding of how to use Excel's spreadsheet features more effectively, how to manipulate the data program and create a sample portfolio of spreadsheets with graphics inserted. Upon successful completion of course student will earn a Certificate of Achievement. Sessions meet Tuesdays for four weeks, at the North Vallejo Community Center Computer Room. For additional information contact the Center at 648-4650. Pre-registration required. Prerequisite: Typing experience helpful. Instructor: Schatze Coleman

Cost: \$125 per session • \$150 non-resident \$10 material fee paid at first class to the instructor.

- May, Code 16179 Tues, May 6-27, 6:30-8:30 pm
- Jul, Code 16180 Tues, Jul 1-22, 6:30-8:30 pm

Teach A Class!

Would you like to earn extra money?

Do you have a license, degree, or talent in:

- Leisure Time Activities
- Art (painting, crafts)
- Vocational Training

Maybe you have a suggestion? For more information contact Toni Millholland-DeHaven at 648-4611 or tmillholland@gvrd.org.