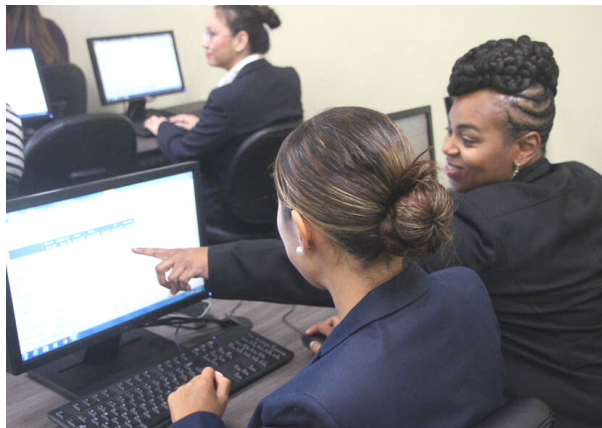


TECHNOLOGY CENTER

Improve your skills at no cost to you!

We offer **access to computers and the Internet**, so you can research the labor market, **polish your resume**, and **apply for jobs**. We also offer classes to help you personally and professionally. Visit us today learn more!



ONGOING SERVICES:

- ESL
- Computer Access
- Typing Certification
- Resume and WIOA Workshops

JANUARY - MAY CLASS SCHEDULE

- Windows, Internet, Email
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Computacion Básica (en Español)

HOURS OF OPERATION:

Monday - Thursday, 5 pm - 9 pm

"Because everyone who is willing to work hard deserves an opportunity to succeed."

www.OpportunityJunction.org
3102 Delta Fair Blvd. Antioch, CA 94509 | 925.776.1133



2020 WINTER SCHEDULE



TECHNOLOGY BASICS CLASSES

Monday, 6:00 PM – 9:00 PM

- **Computer Basics:** Classes: 2/3, 2/10, 2/24 (No Class on 2/17)
Learn basic hardware and features of Windows 10 including file management, login procedures, and using the Control Panel.
- **Internet Basics:** Classes: 3/2, 3/9, 3/16
Learn how to use the Internet to search, find websites, and navigate web pages using tab browsing.
- **Email Basics:** Classes: 3/23, 3/30, 4/6
Create a free email account and learn to send and receive email and use attachments.
- **Word Basics:** Classes: 4/13, 4/20, 4/27
Learn to create simple letters, insert graphics, and navigate the ribbon.
- **PowerPoint:** Classes 5/4, 5/11, 5/18
Learn how to use the new features in PPT 2016 to create a fun and professional presentation that will hold your audience's attention.

Computación Básica en Español

Computación Básica se enfoca principalmente en aprender cómo utilizar los principios básicos de computación.

Miércoles, 6:00 PM – 9:00 PM Classes: 1/15, 1/22, 1/29, 2/5, 2/12, 2/19, 2/26, 3/4, 3/11, 3/18

- **Aprenda a utilizar Windows 10**
Lo cual incluye el aprendizaje de manejo de ventanas, archivos, carpetas, copiar, cortar y pegar, usar el panel de control, etc.
- **Como utilizar el correo electrónico**
- **Como utilizar Google**
- **Crear diseños de fotografías y estampar T-shirts**

3- Part Excel Series:

Must have strong computer skills. Excel courses are recommended to be taken consecutively.

Tuesday and Thursday, 7:30 pm – 9:00 pm

- **Excel 1: Must have computer knowledge.**
Classes: 2/4, 2/6, 2/11, 2/13, 2/18
Learn Excel basics: Excel interface, create workbooks, worksheets, Cells, rows, columns, formatting and printing.
- **Excel 2: Recommended to know materials from Excel 1.**
Classes: 2/25, 2/27, 3/3, 3/5, 3/10, 3/12, 3/19, 3/24, 3/26 (No Class on 3/17)
Learn more advanced worksheets, cell styles, hide and freeze, reference formulas, autofill, conditional formatting, simple charts and graphs.
- **Excel 3: Recommended to know materials from Excel 2.**
Classes: 4/2, 4/7, 4/9, 4/14, 4/16, 4/21
Charts and graphs, sort, filter, functions, what-if, pivot tables, protect worksheets and workbooks

English as a Second Language (ESL)

Ongoing Tuesdays and Thursday: 6:00 PM – 9:00 PM

Resume and WIOA Workshop

For current schedule, please call our office at 925.776.1133

Computer and Internet Access:

Monday thru Thursday: 5:00 PM – 9:00 pm

Typing Certification:

By Appointment, please call 925.776.1133

For Volunteer Opportunities:

We are always recruiting for volunteers to be a part of our team! Please call our office at 925.776.1133 or email Annabelle@opportunityjunction.org

All classes are taught using Windows 10 and Microsoft Office 2016.

**The Technology Center is closed on:
2/17 and 5/25**