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
## 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.

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### 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

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### 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.
  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

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### 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

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

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