

Free Classes and Computer Access

Our Technology Center offers various classes and public computer access to help you improve your skills at no cost to you!

January 2018 – May 2018



Open computer lab hours:

Monday-Thursday 6pm-9pm

Computer classes:

- Windows, Internet, Email, Word, Excel, PowerPoint
*Available in basic and intermediate levels
- Drop in typing class
- Computer Basics in Spanish

English as a Second Language:

Ongoing Tuesdays and Thursdays 6pm-9pm

***See back for schedule**

**At Opportunity Junction,
we believe that everyone
who is willing to work hard
deserves an opportunity to
succeed.**



Word Excel Outlook PowerPoint

“Last year we served 525 members of the community through our Technology Center Programs. Come in and see me to learn more!”



Arcie Alvarez
Technology
Center Associate

OPPORTUNITY JUNCTION TECHNOLOGY CENTER

Spring 2018 Class Schedule—www.OpportunityJunction.org/free-classes/computer-basics

Technology Basics Classes Tuesday and Thursday 7:30 pm – 9:00 pm	Technology Intermediate Classes Monday 6:00 pm – 9:00 pm		
Computer Basics Tues & Thurs: 1/30, 2/1, 2/6, 2/8, 2/13, 2/15 7:30-9:00 pm Learn basic hardware and features of Windows 7 including file management, login procedures, and using the Control Panel.	Computer Intermediate Mondays: 1/29, 2/5, 2/12 6:00-9:00pm Explore features of Windows 7, such as desktop personalization, creating back-ups, software installation, and more.		
Internet Basics Tues & Thurs: 2/20, 2/22, 2/27, 3/1, 3/6 7:30-9:00 pm Learn how to use the Internet to search, find websites, and navigate web pages using tab browsing.	Internet Intermediate Mondays: 2/26, 3/5, 3/12 No class 2/19 6:00-9:00 pm Learn how to cut the cost of cable by streaming media in your own home, as well as cloud storage.		
Email Basics Tues & Thurs: 3/8, 3/13, 3/15, 3/20, 3/22 7:30-9:00 pm Create a free email account and learn to send and receive email and use attachments.	Email Intermediate Mondays: 3/19, 3/26 6:00-9:00 pm Learn the details of using Microsoft Outlook, including email and calendar.		
Word Basics Tues & Thurs: 3/27, 3/29, 4/3, 4/5, 4/10, 4/12, 4/17, 4/19 7:30-9:00 pm Learn to create simple letters, insert graphics, and navigate the ribbon.	Word Intermediate Mondays: 4/2, 4/9, 4/16 6:00-9:00 pm Learn new features of Word 2010 including using templates to create projects.		
English as a Second Language	PowerPoint Mondays: 4/23, 4/30, 5/7 6:00-9:00 pm Learn how to use the new features in PPT 2010 to create a fun and professional presentation that will hold your audience's attention.		
Ongoing Tuesdays and Thursdays 6:00 pm–9:00 pm			
Drop in Typing Class Wednesdays	3-Part Excel Series Recommended to be taken together		
7:30 - 9:00 pm Learn the keyboard, increase your typing speed, and enjoy the typing games with our typing software.			
Computación Básica en Español TBD	Excel 1	Excel 2	Excel 3
	Thurs: 2/1 – 3/8 7:30-9:00 pm Getting started with Excel, modifying columns, rows, and cells, formatting, saving and printing.	Thurs: 3/15 – 4/19 7:30-9:00 pm Learn how to save, print, and create simple formulas, charts, headers and footers.	Thurs: 4/26 – 5/17 7:30-9:00 pm Learn how to create complex formulas, sort and filter data, and protect worksheets and workbooks.
Basic Spanish - TBD			

All classes are taught using Windows 10 and Microsoft Office 2016

The Technology Center is closed on: 2/19

For Volunteer Opportunities, please email Eva at Eva@OpportunityJunction.org

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