OPPORTUNITY JUNCTION
ON THE ROAD TO SELF-SUFFICIENCY

Evening Technology Center

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.

SPRING SCHEDULE

January – May 2017
Mondays - Thursdays 6-9 P.M.

See schedule on back for dates and times
Sign up at www.OpportunityJunction.org/Evening

Classes Available:

- Windows Basics/Advanced
- Internet Basics/Advanced
- Email Basics/Advanced
- Word Basics/Advanced
- Basic Spanish
- PowerPoint
- Intro to Excel
- Excel Basics
- Drop in typing class

English as a Second Language:

- Ongoing Tuesdays and Thursdays 6-9 P.M.

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

Word Excel Office PowerPoint

-Free computer access

-Free printing

-Free classes to help you update your skills

"Last year we served 555 members of the community through our Technology Center Programs. Come in and see me to learn more!"

Arcie Alvarez
Technology Center Associate

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OPPORTUNITY JUNCTION TECHNOLOGY CENTER

Spring 2017 Class Schedule—Sign up at www.OpportunityJunction.org/free-classes/computer-basics

Monday and Wednesday Classes	Tuesday and Thursday Classes
Windows Advanced Mondays: 1/30, 2/6, 2/13 6:00-9:00pm Explore features of Windows 7, such as desktop personalization, creating back-ups, software installation, and more.	**Windows Basics** Tues & Thurs: 1/31, 2/2, 2/7, 2/9, 2/14, 2/16 7:30-9:00 pm Learn basic features of Windows 7 including file management, login procedures, and using the Control Panel.
Internet Advanced Mondays: 2/27, 3/6, 3/13 No class 2/20 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.	**Internet Basics** Tues & Thurs: 2/21, 2/23, 2/28, 3/2, 3/7, 3/9 7:30-9:00 pm Learn how to use the Internet to search, find websites, and navigate web pages using tab browsing.
Email Advanced Mondays: 3/20 & 3/27 6:00-9:00 pm Learn the details of using Microsoft Outlook, including email and calendar.	**Email Basics** Tues & Thurs: 3/14, 3/16, 3/21, 3/23 7:30-9:00 pm Create a free email account and learn to send and receive email and use attachments.
Word Advanced Mondays: 4/3, 4/10, 4/17 6:00-9:00 pm Learn new features of Word 2010 including using templates to create projects.	**Word Basics** Tues & Thurs: 3/28, 3/30, 4/4, 4/6, 4/11, 4/13 7:30-9:00 pm Learn to create simple letters, insert graphics, and navigate the ribbon.
PowerPoint Mondays: 4/24, 5/1, 5/8 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.	**Intro to Excel** Tues & Thurs: 4/18, 4/20, 4/25, 4/27, 5/2, 5/4, 5/9, 5/11 7:30-9:00 pm Learn how excel works, data formatting and how to use basic formulas and functions.
Basic Spanish Mon. & Wed.: 1/30 -3/15 No class 2/20 6:00-7:15 pm Learn the Spanish alphabet, numbers, dates, vocabulary, and one-on-one conversation.	**Intermediate Excel** Thurs: 2/9–3/23 7:30-9:00 pm Learn how to create charts & Sparklines, Conditional Formatting, Filtering & Sorting Data Formulas & Functions Linking & Embedding Objects.
Drop in Typing Class Every Wednesday: 7:30-9:00 pm Learn the keyboard, increase your typing speed, and enjoy the typing games with our typing software.	**Advanced Excel** Thurs: 3/30-5/25 7:30-9:00 pm Learn how to name Cell Ranges, Pivot Table & Pivot Chart Various Complex Formulas, Workbook, Worksheet, Cell Protection.

All Classes are taught using Windows 7 and Microsoft Office 2010

The Technology Center is closed on: 2/20

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