



FREE COMPUTER CLASSES

COMPUTER BASICS

Learn the parts of a computer, how to use the mouse, how to type using the keyboard effectively, browse the internet, create and utilize an email account, use the internet to conduct a job search, and how to complete online applications. These classes are broken up into four self paced, instructor lead modules that can be repeated and attended as needed.

MICROSOFT OFFICE

INTRODUCTION TO WORD*

Students will be able to create a document and enter and edit text. They will also learn basic ways of formatting text, including indents and tabs, shading, and bullets. Students will be able to insert graphics into documents, as well as format the document with headers and footers, margins, and page breaks. The basics of printing a document will also be discussed. These classes are broken up into four self paced, instructor lead modules that can be repeated and attended as needed.

INTRODUCTION TO EXCEL*

Students gain basic knowledge of Microsoft Excel, and have the confidence to build simple worksheets that use the basic functionality of the program. Topics include: cell basics; modifying columns, rows and cells; formatting cells; and creating simple formulas. These classes are broken up into four self paced, instructor lead modules that can be repeated and attended as needed.

INTRODUCTION TO POWERPOINT*

Learn how to create a basic PowerPoint presentation. This includes creating slides; inserting text and graphics; applying transitions and animations; applying a theme and inserting images; and adding transitions and presenting a slide show. These classes are broken up into four self paced, instructor lead modules that can be repeated and attended as needed.

**basic computer skills required*



East Orlando Job Connection Center Computer Class Schedule

March 2019

March 5, 2019 Tuesday	Basic Computers Module 1 Intro to computers and using the mouse	9:30am-11:00am	March 5, 2019 Tuesday	Basic Computers Module 2 Using the Keyboard & typing	11:30am-1:00pm
March 6, 2019 Tuesday	Basic Computers Module 3 Learning about the internet & using it to job search	9:30am-11:00am	March 6, 2019 Tuesday	Basic Computers Module 4 Learning about email and how to use it	11:30am-1:00pm
March 19, 2019 Tuesday	MS Word Module 1 Text Basics	9:30am-11:00am	March 19, 2019 Tuesday	MS Word Module 2 Formatting	11:30am-1:00pm
March 20, 2019 Tuesday	MS Word Module 3 Modifying page layouts	9:30am-11:00am	March 20, 2019 Tuesday	MS Word Module 4 Spelling, grammar and line & paragraph spacing	11:30am-1:00pm

Orlando Job Connection Center
3911 East Colonial Drive
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Office Hours
Monday thru Friday 9:00am – 5:00pm
Saturday 9:00 am 1:00 pm

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