



# 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

**April 2019**

April 5th, 2019	Excel Module 1	9:30am-11:00am	April 5th, 2019	Excel Module 2	11:30am-1:00pm
Friday	Cell Basics		Friday	Modifying counms, rows & cells	
April 12th, 2019	Excel Module 3	9:30am-11:00am	April 12th, 2019	Excel Module 4	11:30am-1:00pm
Friday	Formatting Cells		Friday	Creating Simple Formulas	
April 19th, 2019	PowerPoint Module 1	9:30am-11:00am	April 19th, 2019	PowerPoint Module 2	11:30am-1:00pm
Friday	Slide Basics		Friday	Text Basics	
April 26th, 2019	PowerPoint Module 3	9:30am-11:00am	April 26th, 2019	PowerPoint Module 4	11:30am-1:00pm
Friday	Applying a Theme & Inserting Images		Friday	Applying Transition & Presenting a Slide Show	

**Orlando Job Connection Center**  
3911 East Colonial Drive  
Orlando, FL 32803

**Office Hours**  
Monday thru Friday 9:00am – 5:00pm  
Saturday 9:00 an 1:00 pm

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