



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*

Melbourne Job Connection Center

2245 Coastal Lane

W. Melbourne, FL 32904

321-953-8188 CALL TO REGISTER

June 2018

MS PowerPoint		
Module	Course Dates	Course Times
1	Mon July 9	9:30am – 11:00am
2	Tues July 10	9:30am – 11:00am
3	Wed July 11	9:30am – 11:00 am
4	Thurs July 12	9:30am – 11:00am

Basic Computers		
Module	Course Dates	Course Times
1	Mon July 16	9:30am – 11:00am
2	Tues July 17	9:30am – 11:00am
3	Wed July 18	9:30am – 11:00 am
4	Thurs July 19	9:30am – 11:00am