



**ADULT LEARNING**

# June Computer Class Schedule

Day	Date	Class Title and Description	Suggested Pre-Requisite
<b>THU</b> <b>1 - 3</b>	<b>Jun 1</b> <b>pm</b>	<b>Windows, Folders, &amp; Files</b> Learn Windows Basics, navigation and use of the desktop and Folder & File Management (Students encouraged to bring a flash drive to class)	<b>Computer Basics</b>
<b>FRI</b> <b>1:30 - 3:30</b>	<b>Jun 2</b> <b>pm</b>	<b>G Suite Tips &amp; Tricks *</b> Using Google Drive, convert files, moving from Microsoft to Google, & more.	<b>Google Intermediate</b>
<b>THU</b> <b>1 - 3</b>	<b>Jun 8</b> <b>pm</b>	<b>Microsoft Word Basics</b> Learn the Tools and Vocabulary of MS Word. Topics include: Entering Information, Formatting, Spell Check, Margins, Tables	<b>Computer Basics</b>
<b>FRI</b> <b>1:30 - 3:30</b>	<b>Jun 9</b> <b>pm</b>	<b>Google Docs *</b> Create and edit documents online.	<b>Computer Basics</b>
<b>WED</b> <b>5:30 - 7:30</b>	<b>Jun 14</b> <b>pm</b>	<b>Microsoft Excel Basics</b> Learn the Tools and Vocabulary of MS Excel. Topics include: Entering Data, Formatting, Sheets, Basic Formulas & Charts	<b>Computer Basics</b>
<b>THU</b> <b>1 - 3</b>	<b>Jun 15</b> <b>pm</b>	<b>Microsoft Word Advanced</b> Learn more Advanced Skills in MS Word. Potential Topics include: Shapes, Pictures, Headers/Footers, and Mail Merge	<b>Word Basics</b>
<b>FRI</b> <b>1:30 - 3:30</b>	<b>Jun 16</b> <b>pm</b>	<b>Google Sheets *</b> Create spreadsheets and charts, and edit with others at the same time.	<b>Word Basics</b>
<b>WED</b> <b>5:30 - 7:30</b>	<b>Jun 21</b> <b>pm</b>	<b>Microsoft Excel Intermediate</b> Take the next step with Excel. Relative vs. Absolute Addressing, Sorting, Filtering, and we'll explore some functions	<b>Excel Basics</b>
<b>THU</b> <b>1 - 3</b>	<b>Jun 22</b> <b>pm</b>	<b>Photo Editing using PIXLR</b> Learn how to use the free web-based photo editing program PIXLR Topics: Crop, Layers, Color, Blend, Clone, & Spot Healing	<b>Computer &amp; Internet Basics</b>
<b>FRI</b> <b>1:30 - 3:30</b>	<b>Jun 23</b> <b>pm</b>	<b>Google Slides *</b> Create presentations and more using this free, collaborative tool.	<b>Computer Basics</b>
<b>WED</b> <b>5:30 - 7:30</b>	<b>Jun 28</b> <b>pm</b>	<b>Microsoft Excel Advanced</b> Learn more Advanced Skills in Excel. Topics covered are: Advanced Functions: IF, COUNTIF and VLOOKUP, and Pivot Tables	<b>Excel Intermediate</b>
<b>THU</b> <b>1 - 3</b>	<b>Jun 29</b> <b>pm</b>	<b>Selling Online using eBay</b> Account Setup, Photos, Search v. Browse, Market Research & "Sell Form"	<b>None</b>
<b>FRI</b> <b>1:30 - 3:30</b>	<b>Jun 30</b> <b>pm</b>	<b>G Suite Tips &amp; Tricks *</b> Using Google Drive, convert files, moving from Microsoft to Google, & more.	<b>Google Intermediate</b>

**\* NOTE:** You will need a Gmail account to get the most out of the Google sessions.

PPL's computer classes are free and held at the Library — 150 Empire Street, 5th Floor. To register, call 455-8000 after 1:00 pm.

Limit of 4 classes per month per person. Classes with less than 5 registrants may be cancelled. Cancelled classes will not be rescheduled, but will run again in the future. Classes are open to those age 14 and older. For more information, visit: <http://prov.pub/techwithdon>. For more lessons, visit: [WWW.GCFLEARNFREE.ORG](http://WWW.GCFLEARNFREE.ORG).