

Mail Merge

\$30(M)/\$35(NM) + \$5.00 material fee

You have a list of names and addresses and you want to create envelopes, mailing labels, name tags, a form letter, directory or emails from them. Microsoft Word can do all the work for you! In just three short hours learn how to accomplish this by doing a mail merge.

Mon. Evening	6:00 pm—9:00 pm	Feb. 22
Thurs. Morning	9:15 am—12:15 pm	Mar. 25
Mon. Evening	6:00 pm—9:00 pm	Apr. 26

File Structure

\$35(M)/\$40(NM) + \$5.00 material fee

This class explains the file structure of the computer. What is (My) Documents? How do you organize your files on the computer? What are files and folders? What is the Recycle Bin?

How do I back up my files? Learn the answers to these questions and more!

Mon. Mornings	9:15 am—12:15 pm	Jan. 25, Feb. 1
Wed./Thurs. Mornings	9:15 am—12:15 pm	Mar. 17, 18
Tues. Evenings	6:00 pm—9:00 pm	Apr. 20, 27

Computer Maintenance

\$35(M)/\$40(NM) + \$3.00 material fee

Your computer needs maintenance to help it perform better and last longer. Learn how to download the updates you need for your Anti-virus Program, Windows and your Office Programs. Also learn how to: delete "Cookies," free up space on the hard drive and learn how and why it is important to run Disk Defragmenter and Scan Disk.

Mon. Evenings	6:00 pm—9:00 pm	Jan. 25, Feb. 1
Wed. Mornings	9:15 am—12:15 pm	Mar. 3, 10
Fri. Mornings	9:15 am—12:15 pm	Apr. 23, 30
Tues. Evenings	6:00 pm—9:00 pm	May 18, 25

Internet and Email

\$60(M)/\$70(NM) + \$5.00 material fee

Learn how to choose an Internet provider and "surf" the Web. Also learn about cookies, plug-ins, search engines, downloading, how to stay safe on the Internet, email and email attachments.

Fri. Mornings	9:15 am—12:15 pm	Mar. 19, 26, Apr. 9, 16
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How To Buy & Sell on eBay

\$35(M)/\$40(NM)

Learn from an eBay expert how to buy and sell on today's popular auction website.

Prerequisite: Know how to use a digital camera and download pictures from it to your computer.

Thurs./Fri Mornings	9:15 am—12:15 pm	Feb. 11, 12
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Private Tutoring

\$35/hour (M) - \$45/hour (NM)

Get personalized instruction on exactly what you need. Do you have a laptop/notebook computer? You can bring it in for your tutoring or use our computers!

Just for Seniors

Over 50 Computer Club \$7.50 per meeting

Feel left out when it comes to technology and you feel that your grandchildren know more than you do, then this club is for you! Club meetings are the first Tuesday of every month from 10:00 am to 11:30 am. Registration is required.

Meeting Dates

Meeting Dates	Topic
January	NO MEETING
February 2	Question & Answer Session
March 2	What you need to know <u>before</u> you buy or pay bills online
April 6	Learn about <u>your</u> Cell Phone (bring cell phone to session)
May 4	Question & Answer Session

BUSINESS COMPUTER TRAINING

The YWCA Technology Center provides customized business trainings for non-profits and for-profits. Computer training for employees grants numerous benefits for the organization. We will help you design a training that will meet your needs and schedule it at a time that is convenient for you. Trainings can be held in our computer lab or at your site.

Call the YWCA Technology Center for details at 724-834-9390.

YWCA Technology Center

January To May 2010 Computer Class Schedule

"The computer classes made such a difference in my life. I gained self confidence and a job as a result of them!"

~ Collette W.

Certificate of completion awarded upon 100% class attendance

424 N Main St
Greensburg PA 15601
Phone: 724-834-9390
Fax: 724-834-9391

Technology@ywcawestmoreland.org

Class size is limited to 8 students
Computer class schedule also available on our website at
WWW.YWCWESTMORELAND.ORG
Gina McGrath
Director of Technology & Instructor

eliminating racism
empowering women
ywca

***Certificate of completion awarded
upon 100% class attendance***

Introduction to Computers

\$60(M)/\$70(NM) + \$3.00 material fee

Designed for the beginner. We will make you comfortable with your computer. You will be introduced on how to use your computer to create a letter, a greeting card and go on the Internet.

Tues. Evenings	6:00 pm—9:00 pm	Jan. 19, 26, Feb. 2, 9
Thurs./Fri. Mornings	9:15 am—12:15 pm	Jan. 21, 22, 28, 29
Mon. Evenings	6:00 pm—9:00 pm	Mar. 1, 8, 15, 22
Wed. Mornings	9:15 am—12:15 pm	Apr. 7, 14, 21, 28
Thurs. Evenings	6:00 pm—9:00 pm	Apr. 22, 29, May 6, 13
Thurs. Mornings	9:15 am—12:15 pm	May 6, 13, 20, 27

Microsoft Word 2007—Beginners

\$60(M)/\$70(NM) + \$5.00 material fee

Word processing for beginners. This is your tablet in the computer. Learn how to create letters, mailing labels, envelopes and use the spelling/grammar check, bullets and numbering.

Tues. Evenings	6:00 pm—9:00 pm	Feb. 16, 23, Mar. 2, 9
Thurs. Mornings	9:15 am—12:15 pm	Feb. 18, 25, Mar. 4, 11
Mon. Evenings	6:00 pm—9:00 pm	Mar. 29, Apr. 5, 12, 19
Wed. Mornings	9:15 am—12:15 pm	May 5, 12, 19, 26
Thurs. Evenings	6:00 pm—9:00 pm	May 20, 27, June 3, 10

Microsoft Word 2007 —Intermediate

\$60(M)/\$70(NM) + \$10.00 material fee

Take your word processing skills to the next level and learn how to insert pictures, word art, tables, and headers and footers. Learn how to do a mail merge.

Tues. Evenings	6:00 pm—9:00 pm	Mar. 16, 23, 30, Apr. 6
Thurs. Mornings	9:15 am—12:15 pm	Apr. 8, 15, 22, 29
Wed. Evenings	6:00 pm—9:00 pm	May 5, 12, 19, 26

Microsoft PowerPoint 2007

\$60(M)/\$70(NM) + \$3.00 material fee

Have fun creating a slide presentation using animation and sounds!

Thurs. Evenings	6:00 pm—9:00 pm	Feb. 18, 25, Mar. 4, 11
Tues. Afternoons	1:30 pm—4:30 pm	Apr. 6, 13, 20, 27

Microsoft Excel 2007—Beginners

\$60(M)/\$70(NM) + \$5.00 material fee

Excel is a spreadsheet program used to track and analyze information. You will learn how to sort and filter the information. Also covered will be charts and simple formulas.

Wed. Evenings	6:00 pm—9:00 pm	Jan. 20, 27, Feb. 3, 10
Fri. Mornings	9:15 am—12:15 pm	Feb. 19, 26, Mar. 5, 12
Thurs. Evenings	6:00 pm—9:00 pm	Mar. 18, 25, Apr. 8, 15
Mon. Mornings	9:15 am—12:15 pm	Apr. 5, 12, 19, 26
Mon. Evenings	6:00 pm—9:00 pm	May 3, 10, 17, 24

***NEW* Microsoft Excel 2007—Intermediate**

\$60(M)/\$70(NM) + \$5.00 material fee

Take your Excel skills to the next level. Learn how to: format charts, use the tables tools, how to protect worksheets. Learn how to use an advanced formatting technique called conditional formatting and how to use advanced filters. Also covered are Excel's data analysis features such as: Goal Seek and Scenarios. These features can assist with decision-making or management tasks. *Prerequisite: Excel 2007—Beginners*

Wed. Evenings	6:00 pm—9:00 pm	Feb. 17, 24, Mar. 3, 10
Mon. Mornings	9:15 am—12:15 pm	May 3, 10, 17, 24

"I would like to extend my sincere gratitude for the computer classes you offer at the YWCA. Not only are they affordable, but the content and quality of the course material is extremely beneficial for someone such as myself looking to re-enter the workforce."
~ Sheri S.

***NEW* Microsoft Excel 2007—More Formulas!**

\$40(M)/\$45(NM) + \$3.00 material fee

Become more comfortable writing formulas and go beyond writing simple formulas. Learn a variety of different types of formulas. Popular financial, statistical, database, and lookup functions will be covered. Some formula auditing tools will be covered.

Prerequisite: Excel 2007—Beginners.

Tues./Wed. Mornings	9:15 am—12:15 pm	Feb. 23, 24
Wed. Evenings	6:00 pm—9:00 pm	Mar. 17, 24
Tues. Evenings	6:00 pm—9:00 pm	May 4, 11

Microsoft Publisher 2007

\$60(M)/\$70(NM) + \$3.00 material fee

Publisher enables you to create professional looking publications and marketing materials. You will enjoy creating greeting cards, banners, newsletters, signs, gift certificates, and much more!

Mon. Mornings	9:15 am—12:15 pm	Feb. 22, Mar. 1, 8, 15
Tues. Afternoons	1:30 am—4:30 pm	May 4, 11, 18, 25

Windows Vista

\$60(M)/\$70(NM) + \$10.00 material fee

Learn what Windows Vista is all about. You will learn how to: change your desktop, and screensaver, how to create, rename and delete files, how to organize your files in folders and back-up your files. Also how to write to a CD (CD Burning). Maintenance utilities will also be covered.

Thurs. Evenings	6:00 pm—9:00 pm	Jan. 21, 28, Feb. 4, 11
Tues. Afternoons	1:30 pm—4:30 pm	Mar. 9, 16, 23, 30
Wed. Evenings	6:00 pm—9:00 pm	Apr. 7, 14, 21, 28
Fri. Mornings	9:15 am—12:15 pm	May 7, 14, 21, 28

Microsoft Access 2007

(fee includes book) \$110.00 (M)/\$130.00 (NM)

Microsoft Access is a database program. It enables you to track clients, employees, membership, events and inventory. You will be able to get the information you need to market your company or organization for growth. You can categorize clients or other objects. In no time at all, you will have those mailing labels and reports ready! This class will cover tables, queries, forms and reports.

Wed. Mornings	9:15 am—12:15 pm	Jan. 20, 27, Feb. 3, 10, 17
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Microsoft Outlook 2007

(fee includes book) \$110.00 (M)/\$130.00 (NM)

Most companies and organizations use Microsoft Outlook for their email, but it can do a whole lot more. It's a program that can help you to get organized. You use the calendar to schedule your appointments and get reminders. Tasks enable you to track projects and their progress. Contacts track client information and email addresses. You also have a place for your notes and a journal.

Tues. Afternoons	1:30 pm—4:30 pm	Jan. 19, 26, Feb. 2, 9, 16
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Digital Cameras—Level 1

\$30(M)/\$35(NM) + \$3.00 material fee

Become more comfortable with your camera. Learn how to navigate through the menu & understand some of the settings. *Bring your camera, book, cables, and batteries to class.*

Thurs. Morning	9:15 am—12:15 pm	Feb. 4
Wed. Morning	9:15 am—12:15 pm	Mar. 24

Digital Cameras—Level 2

\$30(M)/\$35(NM) + \$3.00 material fee

Learn how to: download pictures from your camera to your computer, burn them to a CD, and email them. *Prerequisite for this class is that you know how to take pictures with your camera. Bring your camera, book, cables, blank CD, and batteries to class.*

Friday Morning	9:15 am—12:15 pm	Feb. 5
Wed. Morning	9:15 am—12:15 pm	Mar. 31

FINANCIAL AID IS AVAILABLE FOR COMPUTER CLASSES.
CALL FOR DETAILS - 724-834-9390