

# YWCA Technology Center

## January to May 2018 Technology Class Schedule



Take a class in our comfortable computer lab with Windows 10 computers and 23" touchscreen monitors.

**Classes for Women and Men 50 Plus  
and *NEW!* Classes  
See inside for a complete list of classes**

YWCA Westmoreland County  
424 N Main St  
Greensburg PA 15601  
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Technology@ywcawestmoreland.org  
Gina McGrath  
Technology Director

\*Certificate Provided Upon Request\*

**YWCA IS ON  
A MISSION**



eliminating racism  
empowering women  
**ywca**

## Technology Question & Answer Session (Q & A)

This is a great way to get answers to your questions about your computer, tablet or smartphone in a comfortable, relaxed environment. Start keeping a list of all of your questions and bring them to this session. We meet the **second Tuesday** of each month from **10 - 11:30 am**.

Registration is required. Call 724-834-9390. Fee: \$10.00.

**Dates: January 9 ~ February 13 ~ March 13 ~ April 10 ~ May 8**

## Private Tutoring

\$55/hour (M)/\$65/hour (NM)

Get individualized instruction on exactly what you need for your personal use. You can bring your laptop, tablet or smartphone. Our computers are also available for tutoring. *This instruction is meant for private use; see information for Business Computer Training.*

## Tech Support

This support is for questions about your tablet, smartphone or computer's operating system and apps. It is not for viruses, hardware or equipment setup. Call Gina at 724-834-9390 extension 107, pay for support using your credit card. Fees: \$20 for 15 minutes, additional fees if more time is needed.

## Classes for Women and Men 50 Plus

These classes are designed for women and men 50 plus years. You will never feel lost or left behind in our classes. We teach at a slow pace and help you to become very comfortable with technology. You will be at ease to ask questions and they will be answered in a language that you will understand.

### Smartphones

\$75(M)/\$85(NM)

If you are new to using a smartphone or not utilizing many of its features, join us in this class to learn what your phone can do for you. You will be surprised how smart it is and become more comfortable using your phone.

Wednesday Mornings	9:15 am - 12:15 pm	Jan. 10, 17, 24, 31
Tuesday Mornings	9:15 am - 12:15 pm	Feb. 6, 13, 20, 27
Monday Mornings	9:15 am - 12:15 pm	Mar. 5, 12, 19, 26
Thursday Mornings	9:15 am - 12:15 pm	Apr. 5, 12, 19, 26
Wednesday Mornings	9:15 am - 12:15 pm	May 2, 9, 16, 23

### Tablets

\$75(M)/\$85(NM)

**This class is for all tablets including iPads.** Bring your tablet to class and learn about: settings, backup, email, calendar, camera, photos, surfing the Internet, getting apps, how your tablet uses the cloud, conserving your battery, how to prevent from going over your data plan if your tablet uses cellular access and much more!

Tuesday Mornings	9:15 am - 12:15 pm	Jan. 9, 16, 23, 30
Thursday Mornings	9:15 am - 12:15 pm	Feb. 8, 15, 22, Mar. 1
Tuesday Mornings	9:15 am - 12:15 pm	Mar. 6, 13, 20, 27
Wednesday Mornings	9:15 am - 12:15 pm	Apr. 4, 11, 18, 25
Friday Mornings	9:15 am - 12:15 pm	May 4, 11, 18, 25

### Introduction to Computers

\$75(M)/\$85(NM) + \$20 manual fee

This class is designed for the beginner and for all ages to make you comfortable with your computer. You will learn how to use Windows, how to do word processing (typing on the computer) so you can compose your emails or create a letter, how to use the Internet and your email program. You will also be introduced to the programs that come with Windows that are on your computer.

Monday Mornings	9:15 am - 12:15 pm	Jan. 22, 29, Feb. 5, 12
Tuesday Evenings	6:00 pm - 9:00 pm	Feb. 6, 13, 20, 27
Friday Mornings	9:15 am - 12:15 pm	Mar. 9, 16, 23, Apr. 6
Wednesday Evenings	6:00 pm - 9:00 pm	Apr. 4, 11, 18, 25
Monday Mornings	9:15 am - 12:15 pm	Apr. 30, May 7, 14, 21

## **NEW! Facebook for 50 Plus**

\$20(M)/\$25(NM)

Are you concerned about your account and security settings for your Facebook account? Do you want to control: who can see your posts, who can message you through Facebook, what people can see when they find you on Facebook? You will be surprised at the numerous settings that you can control. This class will cover them all.

Monday Morning	9:15 am - 12:15 pm	Jan. 8
Wednesday Evening	6:00 pm - 9:00 pm	May 2

## **COMPUTER CLASSES**

### **Windows 10**

\$75(M)/\$85(NM) + \$30 textbook

Windows 10 is the latest operating system for your computer. This class will teach you how to use this new operating system and also how to transition from an older version of Windows to this new one!

Thursday Mornings	9:15 am - 12:15 pm	Jan. 11, 18, 25, Feb. 1
Monday Evenings	6:00 pm - 9:00 pm	Jan. 22, 29, Feb. 5, 12
Wednesday Mornings	9:15 am - 12:15 pm	Mar. 7, 14, 21, 28
Thursday Evenings	6:00 pm - 9:00 pm	Apr. 5, 12, 19, 26
Tuesday Mornings	9:15 am - 12:15 pm	May 1, 8, 15, 22

### **Microsoft Word 2016 - Beginners**

\$75(M)/\$85(NM) + \$30 textbook

Word processing for beginners. Learn how to create letters, mailing labels, envelopes and use the spelling/grammar check, bullets and numbering. If you are looking for a job you will want to increase your Word skills to the next level by taking Intermediate Word.

Tuesday Evenings	6:00 pm - 9:00 pm	Jan. 9, 16, 23, 30
Friday Mornings	9:15 am - 12:15 pm	Feb. 9, 16, 23, Mar. 2
Monday Evenings	6:00 pm - 9:00 pm	Mar. 5, 12, 19, 26
Tuesday Mornings	9:15 am - 12:15 pm	Apr. 3, 10, 17, 24
Monday Evenings	6:00 pm - 9:00 pm	Apr. 30, May 7, 14, 21

### **Microsoft Word 2016 - Intermediate**

\$75(M)/\$85(NM)

Take your word processing skills to the next level and learn how to insert pictures, logos, word art, tables, headers and footers. Learn how to do a mail merge. This class uses the same book as the Beginners Word class.

Wednesday Evenings	6:00 pm - 9:00 pm	Jan. 10, 17, 24, 31
Thursday Mornings	9:15 am - 12:15 pm	Mar. 8, 15, 22, 29
Monday Evenings	6:00 pm - 9:00 pm	Apr. 2, 9, 16, 23
Thursday Mornings	9:15 am - 12:15 pm	May 3, 10, 17, 24

## **NEW! Brush Up on Word and Excel Skills**

\$45(M)/\$50(NM)

This class is for you if you use Word and Excel and just need to brush up on your skills. We will cover frequently used skills and any skills that you find difficult or do not know how to accomplish. We will also teach you how to determine which of these programs is the best program for you to use to create different types of files.

Thursday Evenings	6:00 pm - 9:00 pm	Feb. 8, 15
Friday Mornings	9:15 am - 12:15 pm	Apr. 20, 27
Wednesday Evenings	6:00 pm - 9:00 pm	May 16, 23

### **Microsoft Excel 2016 - Beginners**

\$75(M)/\$85(NM) + \$30 textbook

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

Friday Mornings	9:15 am - 12:15 pm	Jan. 12, 19, 26, Feb. 2
Wednesday Evenings	6:00 pm - 9:00 pm	Feb. 7, 14, 21, 28
Tuesday Evenings	6:00 pm - 9:00 pm	Mar. 6, 13, 20, 27
Monday Mornings	9:15 am - 12:15 pm	Apr. 2, 9, 16, 23
Thursday Evenings	6:00 pm - 9:00 pm	May 3, 10, 17, 24

**More Classes on the Back Page including QuickBooks**

## COMPUTER CLASSES

### Microsoft PowerPoint 2016

\$75(M)/\$85(NM) + \$25 textbook

Learn how to create a professional slide presentation.

Wednesday Evenings

6:00 pm - 9:00 pm

Mar. 7, 14, 21, 28

Tuesday Evenings

6:00 pm - 9:00 pm

May 1, 8, 15, 22

### Microsoft Publisher 2016

\$75(M)/\$85(NM) + \$30 textbook

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!

Thursday Evenings

6:00 pm - 9:00 pm

Jan. 11, 18, 25, Feb. 1

Tuesday Evenings

6:00 pm - 9:00 pm

Apr. 3, 10, 17, 24

### NEW! Google Docs and Sheets

\$20(M)/\$25(NM)

If you do not need the more advanced features in Word and Excel and you do not want to purchase them, then a good alternative that is free, is to use Google Docs to create documents and Google Sheets to create spreadsheets. We will introduce you to these two apps that you can use on your computer, smartphone and tablet.

Thursday Evening

6:00 pm - 9:00 pm

Mar. 22

Friday Morning

9:15 am - 12:15 pm

Apr. 13

### Microsoft Outlook 2016

\$75(M)/\$85(NM) + \$30 textbook

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.

Wednesday Mornings

9:15 am - 12:15 pm

Feb. 7, 14, 21, 28

### ID Theft 101

\$20(M)/\$25(NM) includes manual

#### **EVERYONE SHOULD TAKE THIS CLASS!**

Learn the steps you need to take on your electronic devices to protect yourself from identity theft.

Monday Evening

6:00 pm - 9:00 pm

Jan. 8

Wednesday Evening

6:00 pm - 9:00 pm

May 9

### QuickBooks

\$150(M)/\$170(NM) + \$30 manual

Learn QuickBooks with confidence. In this class you will: setup a company and learn how to navigate in QuickBooks, add customers and vendors, work with bank accounts and credit cards, enter sales information, receive payments and make deposits, enter and pay bills. Also covered will be: analyzing financial data, setting up inventory, tracking and paying sales tax, doing payroll with QuickBooks, customizing forms, and estimating and progress invoicing.

Tuesday Afternoons

1:30 pm - 4:30 pm

Jan. 23, 30, Feb. 6

Thursday Evenings

6:00 pm - 9:00 pm

Mar. 1, 8, 15

## 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.

**FREE PARKING**

**GIFT CARDS AVAILABLE**

**CLASS SIZE IS LIMITED TO 8 STUDENTS**

**FINANCIAL AID IS AVAILABLE FOR MOST OF OUR COMPUTER CLASSES**