

## **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.

Friday Morning 9:15 am - 12:15 pm July 27

Friday Morning 9:15 am - 12:15 pm August 24

## **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.

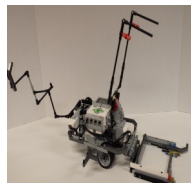
T-W-TH Evenings 6:00 pm - 9:00 pm June 19, 20, 21

## **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.



## **TECHGYRLS ROBOTICS SUMMER CAMP FOR GIRLS 11-14**



### **Join us and have fun building robots!**

Robolab, a classroom kit designed by LEGO® using the EV3® Technology teaches students to build, program and activate working robots. Session ends with a "Robo Expo" for girls to demonstrate their working robots to family and friends. We will be using the latest Lego® EV3® products.

**June 18 - 21, 2018**

**Monday - Thursday 9 AM - 2 PM**

**\$125 Members/\$145 Non-Members**

**FIELD TRIP INCLUDED IN COST OF CAMP**

**Registration is limited to 8 girls...so register early.**

**Registration forms available on our website  
or call 724-834-9390.**

FINANCIAL AID IS AVAILABLE FOR  
MOST OF OUR COMPUTER CLASSES  
CALL FOR DETAILS - 724-834-9390

FREE PARKING

CLASS SIZE IS LIMITED TO 8 STUDENTS

# **YWCA Technology Center** **TECHNOLOGY CENTER** **June ~ July ~ August 2018**

## **Technology Class Schedule**



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

Technology class schedule also available on our website at  
[WWW.YWCAWESTMORELAND.ORG](http://WWW.YWCAWESTMORELAND.ORG)

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Gina McGrath  
Technology Director

\*Certificate Provided Upon Request\*

**YWCA IS ON  
A MISSION**



eliminating racism  
empowering women  
**ywca**

## COMPUTER CLASSES

### 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 to 11:30 am**.

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

**Dates: June 12 ~ July 10 ~ August 14**

### 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.

M-T-W-TH Evenings	6:00 pm - 9:00 pm	June 4, 5, 6, 7
M-T-W-TH Mornings	9:15 am - 12:15 pm	July 9, 10, 11, 12
M-T-W-TH Mornings	9:15 am - 12:15 pm	August 20, 21, 22, 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!

M-T-W-TH Mornings	9:15 am - 12:15 pm	June 11, 12, 13, 14
M-T-W-TH Mornings	9:15 am - 12:15 pm	July 30, 31, August 1, 2

### Introduction to Computers

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

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.

M-T-W-TH Evenings	6:00 pm - 9:00 pm	June 25, 26, 27, 28
M-T-W-TH Mornings	9:15 am - 12:15 pm	July 23, 24, 25, 26
M-T-W-TH Mornings	9:15 am - 12:15 pm	August 13, 14, 15, 16

### 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.

Friday Morning	9:15 am - 12:15 pm	June 29
Friday Morning	9:15 am - 12:15 pm	August 17

**ID Theft 101, QuickBooks and  
TechGYRLS Robotics Summer Camp on Back Page**

### Windows 10

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

M-T-W-TH Evenings	6:00 pm - 9:00 pm	June 11, 12, 13, 14
M-T-W-TH Mornings	9:15 am - 12:15 pm	July 16, 17, 18, 19
M-T-W-TH Evenings	6:00 pm - 9:00 pm	August 13, 14, 15, 16

### Microsoft Word 2016 - Beginners

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

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. We are offering the next level of Word following this class. If you register for both you will receive a \$5 discount. If you are looking for a job you will want to increase your Word skills to the next level.

M-T-W-TH Mornings	9:15 am - 12:15 pm	June 18, 19, 20, 21
M-T-W-TH Evenings	6:00 pm - 9:00 pm	July 23, 24, 25, 26
M-T-W-TH Evenings	6:00 pm - 9:00 pm	August 20, 21, 22, 23

### Microsoft Word 2016 - Intermediate

\$45(M)/\$50(NM) + \$30 textbook

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

M-T-W-TH Mornings	9:15 am - 12:15 pm	June 25, 26, 27, 28
M-T-W-TH Evenings	6:00 pm - 9:00 pm	July 30, 31, August 1, 2
M-T-W-TH Evenings	6:00 pm - 9:00 pm	August 27, 28, 29, 30

### 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 create and format a spreadsheet. Also covered will be sorting, filtering charts and simple formulas.

M-T-W-TH Mornings	9:15 am - 12:15 pm	June 4, 5, 6, 7
M-T-W-TH Evenings	6:00 pm - 9:00 pm	July 16, 17, 18, 19
M-T-W-TH Mornings	9:15 am - 12:15 pm	August 6, 7, 8, 9

### 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.

Friday Mornings	9:15 am - 12:15 pm	July 13, 20
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### 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!

M-T-W-TH Evenings	6:00 pm - 9:00 pm	July 9, 10, 11, 12
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### Microsoft PowerPoint 2016

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

Learn how to create a professional slide presentation.

M-T-W-TH Evenings	6:00 pm - 9:00 pm	August 6, 7, 8, 9
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### Microsoft Outlook

\$75(M)/\$85(NM) + \$35 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.

M-T-W-TH Mornings	9:15 am - 12:15 pm	August 27, 28, 29, 30
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### Google Docs & Sheets

\$30(M)/\$35(NM)

If you do 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.

Friday Morning	9:15 am - 12:15 pm	June 8
Friday Morning	9:15 am - 12:15 pm	August 3