

YWCA Technology Center

January to May 2019 Technology Class Schedule



WE ARE OFFERING NEW CLASSES!

***Be AWARE!
Create a Resume
Facebook for 50 Plus
Microsoft Office 2019
Google Docs, Sheets and Drive
Google Gmail, Calendar and Contacts
Build Your Own Website or Blog with WordPress***

Technology class schedule also available on our website at
WWW.YWCAWESTMORELAND.ORG

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Greensburg PA 15601
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Technology@ywcawestmoreland.org

Gina McGrath
Technology Director

Certificate Provided Upon Request
Class size limited to 8 per class

**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 **1:30 - 3:00 p.m.**

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

Dates: January 8 ~ February 12 ~ March 12 ~ April 9 ~ May 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.

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/Tablets

\$80(M)/\$90(NM)

Smartphones and Tablets basically work the same way. You can attend this class if you have one or both. Bring your device to class and become more comfortable utilizing many of its features.

Friday Mornings	9:15 am - 12:15 pm	Jan. 25, Feb. 1, 8, 15
Monday Mornings	9:15 am - 12:15 pm	March 18, 25, April 1, 8
Wednesday Mornings	9:15 am - 12:15 pm	May 1, 8, 15, 22

Computer Basics

\$80(M)/\$90(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.

Thursday Mornings	9:15 am - 12:15 pm	Jan. 24, 31, Feb. 7, 14
Thursday Evenings	6:00 pm - 9:00 pm	March 21, 28, April 4, 11
Monday Mornings	9:15 am - 12:15 pm	April 29, May 6, 13, 20

NEW! Facebook for 50 Plus

\$60(M)/\$70(NM)

We are expanding this class to cover more information about Facebook. Are you new to Facebook or concerned about your account and security settings? 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. In addition to these settings, this class will cover how to post, upload pictures and videos, message, notifications and more.

Monday Mornings	9:15 am - 12:15 pm	Feb. 25, March 4, 11
Wednesday Mornings	9:15 am - 12:15 pm	April 3, 10, 17

ENROLL EARLY

WE DETERMINE TO HOLD A CLASS A WEEK PRIOR TO THE START DATE

More Classes on the Back Page including: QuickBooks
Google Docs, Sheets, Drive ~ Google Calendar, Gmail and Contacts
Create a Resume ~ Be AWARE! ~ Outlook 2019 ~ Publisher 2019
Build Your Own Website or Blog with WordPress

COMPUTER CLASSES

Windows 10

\$80(M)/\$90(NM) + \$25 textbook

Windows 10 is the latest operating system for your computer, it is a computer and a tablet all in one. Learn how to download apps from the Microsoft Store, organize the tiles and your desktop. Also covered will be settings, Windows updates, creating and organizing files and folders, Cortana, Edge and much more!

Tuesday Mornings	9:15 am - 12:15 pm	Jan. 22, 29, Feb. 5, 12
Wednesday Evenings	6:00 pm - 9:00 pm	March 6, 13, 20, 27
Friday Mornings	9:15 am - 12:15 pm	March 22, 29, April 5, 12
Tuesday Evenings	6:00 pm - 9:00 pm	April 30, May 7, 14, 21

Microsoft Word 2019 - Beginners

\$80(M)/\$90(NM) + 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.*

Wednesday Evenings	6:00 pm - 9:00 pm	Jan. 23, 30, Feb. 6, 13
Tuesday Mornings	9:15 am - 12:15 pm	March 5, 12, 19, 26
Wednesday Evenings	6:00 pm - 9:00 pm	May 8, 15, 22, 29

Microsoft Word 2019 - Intermediate

\$80(M)/\$90(NM)

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

Monday Evenings	6:00 pm - 9:00 pm	Feb. 25, March 4, 11, 18
Tuesday Mornings	9:15 am - 12:15 pm	April 2, 9, 16, 23

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.

Wednesday Mornings	9:15 am - 12:15 pm	Feb. 20, 27
Thursday Mornings	9:15 am - 12:15 pm	April 4, 11

Microsoft Excel 2019 - Beginners

\$80(M)/\$90(NM) + 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.

Tuesday Evenings	6:00 pm - 9:00 pm	Jan. 22, 29, Feb. 5, 12
Friday Mornings	9:15 am - 12:15 pm	Feb. 22, March 1, 8, 15
Tuesday Evenings	6:00 pm - 9:00 pm	April 2, 9, 16, 23
Thursday Mornings	9:15 am - 12:15 pm	May 2, 9, 16, 23

Microsoft Excel 2019 - Intermediate

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

(This class uses the same textbook as Beginning Excel)

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 2016 or 2019 - Beginners

Thursday Mornings	9:15 am - 12:15 pm	March 21, 28
Friday Mornings	9:15 am - 12:15 pm	May 3, 10

Microsoft Outlook 2019

\$80(M)/\$90(NM) + 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.

Thursday Mornings	9:15 am - 12:15 pm	Feb. 21, 28, March 7, 14
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Microsoft PowerPoint 2019

\$80(M)/\$90(NM) + textbook

Learn how to create a professional slide presentation.

Thursday Evenings	6:00 pm - 9:00 pm	Jan. 24, 31, Feb. 7, 14
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Microsoft Publisher 2019

\$80(M)/\$90(NM) + 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!

Tuesday Evenings

6:00 pm - 9:00 pm

Feb. 19, 26, March 5, 12

NEW! Be AWARE!

\$25(M)/\$30(NM) includes manual

EVERYONE NEEDS TO TAKE THIS CLASS!

We need to be aware of many things that can steal our identity or infect our electronic devices. You will learn what you need to do to protect yourself from spam, scams, phishing, robotic calls, malware, viruses, hackers and ID Theft.

Tuesday Morning

9:15 am - 12:15 pm

Feb. 19

Wednesday Evening

6:00 pm - 9:00 pm

April 3

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.

Thursday Evenings

6:00 pm - 9:00 pm

Feb. 28, March 7, 14

Build Your Own Website or Blog with WordPress \$50(M)/\$55(NM)

Learn to create a website without having to learn to code! WordPress is a popular content management system that is easy to learn, even without prior web development knowledge. Over the course of this class, we'll build an entire website from start to finish, and give you many tips on obtaining hosting, buying a domain name, customizing your site with themes, and adding extra functionality with plugins. No prior WordPress or website development knowledge is necessary to take this class, however, students should be comfortable with using a computer and the Internet.

Thursday Evenings

6:00 pm - 9:00 pm

May 2, 9

NEW! Google Docs, Sheets and Drive

\$60(M)/\$70(NM)

Google Apps are free. *We are expanding this class so we can teach you how to use Google Docs Sheets and Drive.* You use Google Docs to create documents and Google Sheets to create spreadsheets. Google Drive is where you keep your files. You can access these from your computer, smartphone or tablet. **You must have a Google account to take this class.**

Wednesday Mornings

9:15 am - 12:15 pm

Jan. 23, 30, Feb. 6, 13

Monday Evenings

6:00 pm - 9:00 pm

April 1, 8, 15, 22

NEW! Google Calendar, Gmail and Contacts

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

Learn how easy it is to put your appointments on your Google calendar, you can set reminders, share your calendar, send invites and you can access it from your computer, smartphone or tablet. Learn how to organize your emails so they're easy to find and how to create contacts and contact groups. **You must have a Google account to take this class.**

Wednesday Mornings

9:15 am - 12:15 pm

March 6, 13

Monday Evenings

6:00 pm - 9:00 pm

May 6, 13

NEW! Create a Resume

\$60(M)/\$70(NM)

Do you need help creating your resume? Resumes have changed from years ago and they need to be in several different formats. In this class you will create your resume and a cover letter and save them in different formats. You will also learn about keywords and interview tips. Upon completion of this class you will have a resume that can be emailed, uploaded or copy and pasted on a website, and mailed via USPS. **We will provide a form for an outline of your employment history. You will be required to bring that completed form to the first class.**

Prerequisite: Basic computer skills and the Internet

Monday Mornings

9:15 am - 12:15 pm

Jan. 28, Feb. 4, 11

Wednesday Evenings

6:00 pm - 9:00 pm

April 17, 24, May 1

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.