

Upcoming Events!

YWCA Book Store

Visit our Book Store at 424 N Main Street. We have a children's book section and play area as well as monthly specials. The book store is open Tuesdays, Wednesdays, Thursdays and the first Saturday of each month from 10:00am to 2:00pm. \$10 Bag Sale all the month of December. We provide the bags.

YWCA Indoor Field Hockey

YWCA Indoor Field Hockey Sessions are expected to start in March 2022 at the Hempfield Sports Complex, 220 Forbes Trail Road, Greensburg. The sessions will be held Tuesday and Thursday for 6 weeks (twelve sessions). Tentative dates are March 15 ending April 21st. The program is designed to include all age groups. 2nd – 5th grade, 6th – 8th grade and 9 – 12th grade according to the player's 2022 Fall school year enrollment. Registration forms will be available online at www.ywcawestmoreland.org.



YWCA's YGirls Connect Presents:

Leading Ladies of Live2Lead Workshop
Admission: \$30.00
Wednesday, January 26, 2022
4:30-7:30 PM
Call 724-834-9390 for additional information!

Great Deals at the YWCA Thrift Shop

Come visit us at 221 S. Maple Avenue in Greensburg before and after the Christmas Holiday Break for our great deals. Christmas break will be December 23rd-January 3rd. Re-Open January 4th.

Regular store hours are:
M, T, W, F, Sat: 10 am - 4 pm | TH: 10 am - 7 pm

New Choices Program

Finding a job is hard. Don't go it alone. In just five FREE virtual lessons, you will.....

- Update or create a professional resume.
- Learn job search strategies.
- Sharpen interview skills.
- Complete a personality and career interest assessment.
- Receive one-on-one counseling to discuss a career plan.
- Find ways to manage anxiety during the job search process.

Call 724-834-9390 for more information.

Beginners Bridge Lessons

Bridge lessons for beginners will be offered in February, 2022. This will be a four-session course on Tuesdays and Thursdays, 10:00 am to 12:00 noon. The dates are February 15, 17, 22, 24. The instructor is Kitty Jo Hillman. There will be a \$25 fee for the course.

For more information or to register, call 724-834-9390.

Annual Sportswomen Banquet

Coming this Spring 2022 the annual Sportswomen Banquet. Visit our website at www.ywcawestmoreland.org for information on date, time, and location.

January to May 2022 Technology and Wellness Class Schedule

**eliminating racism
empowering women**

ywca

Westmoreland County

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

Technology@ywcawestmoreland.org

Certificate Provided Upon Request

Program schedule also available on our website at
WWW.YWCAWESTMORELAND.ORG

Enroll Early!

Class Size is Limited.

Call 724-834-9390 to register

YWCA IS ON A MISSION

TECHNOLOGY CLASSES

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.

Monday Mornings	9:15 am - 12:15 pm	Feb. 21, 28, Mar. 7, 14
Friday Mornings	9:15 am - 12:15 pm	Apr. 8, 15, 22, 29
Tuesday Mornings	6:00 pm - 9:00 pm	May 3, 10, 17, 24

Windows 10

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

Wednesday Mornings	9:15 am - 12:15 pm	Jan. 19, 26, Feb. 2, 9
Monday Mornings	9:15 am - 12:15 pm	Mar. 21, 28, Apr. 4, 11
Thursday Evenings	6:00 pm - 9:00 pm	May 5, 12, 17, 26

Microsoft Word 2019 - Beginners

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

Tuesday Evenings	6:00 pm - 9:00 pm	Jan. 18, 25, Feb. 1, 8
Wednesday Mornings	9:15 am - 12:15 pm	Mar. 2, 9, 16, 23

Microsoft Word 2019 - Intermediate

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

Tuesday Evenings	6:00 pm - 9:00 pm	Feb. 15, 22, Mar. 1, 8
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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 create and format a spreadsheet. Also covered will be sorting, filtering charts and simple formulas.

Monday Mornings	9:15 am - 12:15 pm	Jan. 24, 31, Feb. 7, 14
Thursday Evenings	6:00 pm - 9:00 pm	Apr. 14, 21, 28, May 5

Microsoft Excel 2019 - Intermediate

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

Tuesday Evenings	6:00 pm - 9:00 pm	Apr. 12, 19
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Smartphones/Tablets

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

Thursday Mornings	9:15 am - 12:15 pm	Jan. 20, 27, Feb. 3, 10
Friday Mornings	9:15 am - 12:15 pm	Mar. 3, 10, 17, 24
Monday Mornings	9:15 am - 12:15 pm	May 2, 9, 16, 23

Let's Google It! - Intermediate

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

Take a deep dive into the most popular Google apps - Gmail, Google Calendar, Google Maps, Google Photos, Chrome, and Drive - to see how much more they can do for you. This is an intermediate level course to enroll after completing our Smartphones and Tablets class. Students must have a Google account and be familiar with the basic operation of their device.

Wednesday Mornings	9:15 am - 12:15 pm	Apr. 6, 13, 20, 27
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TECHNOLOGY CLASSES

Technology for Seniors Using a Smartphone/Tablet

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

This class will teach seniors to communicate electronically using **your smartphone or tablet** when face to face communication is not possible. It will be taught in a comfortable learning environment, in a language you will understand and at a slow pace. You will learn how to use Zoom or Facetime to see people and communicate with them. We will also cover how to: email, text, use the camera and send pictures, find reputable information on the internet, order groceries and/or food to be delivered or for pickup, attend virtual doctor's appointments, use your healthcare provider's app for test results, scheduling appointments and communicating with them, use your pharmacy app to order prescriptions. Cybersecurity and avoiding scams will also be covered. Bring your smartphone or tablet to class and your user names and passwords. Class size is limited to 8 people. **This class will be half-off for the first 8 applicants.**

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.

Wednesday Evenings	6:00 pm - 9:00 pm	Mar. 16, 23, 30
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Virtual QuickBooks on Line

\$150(M)/\$170(NM) Includes manual.

Wednesday Morning	9:00 am - 12:00 pm
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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 Wednesday** of each month from **1:30 - 3:00 p.m.**

Registration is required. Call 724-834-9390. Fee: \$12.00.

Dates: January 12 ~ February 9 ~ March 9 ~ April 13 ~ May 11

Private Tutoring

Get individualized instruction on exactly what you need for your personal. You can bring your laptop, tablet, or smartphone. Call 724-834-9490 for more information.

WELLNESS CLASSES

Yoga with Nancy Micheals

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

A series designed to focus on specific areas of the body to strengthen and stretch muscles. Classes will help participants build strength, balance the body's system, increase body awareness, and increase energy while learning specific postures.

Thursday Mornings - Session 1	10:00 am - 11:30 am	Jan. 13, 20, 27, Feb. 3, 10, 17
Thursday Mornings - Session 2	10:00 am - 11:30 am	Feb. 24, Mar. 3, 10, 17, 24, 31
Thursday Mornings - Session 3	10:00 am - 11:30 am	Apr. 7, 14, 21, 28, May 5, 12
Thursday Mornings - Session 4	10:00 am - 11:30 am	May 19, 26, June 2, 9, 16, 23

UPCOMING EVENTS

Identity Theft: What you need to know.

\$10(M)/\$20(NM)

Presented by Thrivent representatives: Nicole Szakos, Donna Bailey, and Natalie Kasieovich. Being proactive in protecting your identity can pay off down the road. Get tips and tools to help you avoid identity theft and minimize the impact if you become a victim.

Saturday Afternoon	1:00 pm - 3:00 pm	January 8
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