

## TECHNOLOGY CLASSES for WOMEN & MEN 50+

Designed for women and men 50 plus years. You will never feel lost or left behind! 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

**Tuesday Mornings** June 4, 11, 18, 25 9:15 am - 12:15 pm  
**Thursday Mornings** July 11, 18, 25, August 1 9:15 am - 12:15 pm

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.

### Computer Basics

**Tuesday Evenings** June 4, 11, 18, 25 6:00 pm - 9:00 pm  
**Friday Mornings** July 12, 19, 26, August 2 9:15 am - 12:15 pm  
**Thursday Evenings** August 1, 8, 15, 22 6:00 pm - 9:00 pm

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.

### Facebook for 50 Plus

**Wednesday Mornings** August 7, 14, 21 9:15 am - 12:15 pm

Do you want to learn how to use all of Facebook's features? Are you concerned about your Facebook 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.

## HEALTH & WELLNESS

### AM Yoga With Nancy Micheals

**Thursdays 10:00 am - 11:30 am** Fee per session \$45(M)/\$55(NM)  
**Session I: May 9 - June 13** **Session II: June 27 - Aug. 8 (no class July 4)** **Session III: Aug. 15 - Sept. 19**  
 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.  
**Instructor: Nancy Micheals**

## OUR INSTRUCTORS

We are grateful to our instructors, who are experienced, educated, and patient with learners of all levels. You will find bios for these wonderful people on our website, [ywcawestmoreland.org](http://ywcawestmoreland.org).

If you have an idea for a workshop, and are interested in volunteering your time and expertise as a workshop leader, please get in touch with Gina McGrath, Adult Education & IT Director at the YWCA, 724-834-9390.

Our summer 2019 instructors include:

- Colonel Nancy P. Anderson, USMC (Retired)
- Gina McGrath
- Nancy Micheals
- Helen Mucci
- Brandie Saraceni
- Mary Ellen Tiberio
- Joyce Trapletti
- Vicki Walker

## OUR COMPUTER LAB

Our clean and comfortable computer lab has late model Windows 10 computers and 23" touch screen monitors.

We keep our classes small (8 people maximum) so that everyone has the opportunity to ask questions and receive personal attention from the instructor.



## YWCA WESTMORELAND COUNTY CLASSES & WORKSHOPS

SUMMER 2019

### Featured Workshop

**Leading with Style: How Different Personalities Can Work Together!**

**June 27, 2019 6pm - 7:30pm**  
**Free for Members/\$20 for Non-Members**

Learn how to identify your leadership style and the leadership style of others, and how to use this knowledge to create more effective boards, committees and teams.

*Presenter: Colonel Nancy P. Anderson, USMC (Retired)*



## By The Month

JUNE	JULY	AUGUST
<ul style="list-style-type: none"> <li>• AM Yoga with Nancy Micheals</li> <li>• Computer Basics</li> <li>• Cybersecurity Tips for Everyone</li> <li>• Leading with Style: How Different Personalities Can Work Together!</li> <li>• Microsoft Excel 2019 - Beginners</li> <li>• Microsoft PowerPoint 2019</li> <li>• Microsoft Publisher 2019</li> <li>• Microsoft Word 2019 - Beginners</li> <li>• Smartphones/Tablets</li> <li>• Technology Question &amp; Answer Session (Q &amp; A)</li> <li>• Windows 10</li> </ul>	<ul style="list-style-type: none"> <li>• AM Yoga with Nancy Micheals</li> <li>• Computer Basics</li> <li>• The Healing Potential of Cannabis Oil</li> <li>• Microsoft Excel 2019 - Beginners</li> <li>• Microsoft Excel 2019 - Intermediate</li> <li>• Microsoft Word 2019 - Beginners</li> <li>• QuickBooks</li> <li>• Smartphones/Tablets</li> <li>• Technology Question &amp; Answer Session (Q &amp; A)</li> <li>• Windows 10</li> </ul>	<ul style="list-style-type: none"> <li>• AM Yoga with Nancy Micheals</li> <li>• Computer Basics</li> <li>• Cybersecurity Tips for Everyone!</li> <li>• Essentials of Personal Banking for Girls</li> <li>• Facebook for 50 Plus</li> <li>• Google Docs, Sheets and Drive</li> <li>• Microsoft Excel 2019 - Beginners</li> <li>• Microsoft Word 2019 - Intermediate</li> <li>• Smartphones/Tablets</li> <li>• Technology Question &amp; Answer Session (Q &amp; A)</li> <li>• Windows 10</li> </ul>

eliminating racism  
empowering women  
**ywca**  
Westmoreland County

YWCA Westmoreland County  
 424 N Main St, Greensburg PA 15601  
 724-834-9390  
[www.ywcawestmoreland.org](http://www.ywcawestmoreland.org)

**YWCA IS ON A MISSION**

## REGISTRATION & OTHER IMPORTANT INFORMATION

**Please call the YWCA at 724-834-9390 to register for all classes & workshops.**

- When applicable, class fees are split into Member rates (M) and Non-Member rates (NM).
- All classes are held at YWCA Wmd. Co., 424 N Main St, Greensburg unless otherwise noted.

- Parking is free in our lot.
- Enroll early! We determine whether to hold a class based on registrations a week prior to the start date.
- No refund will be issued unless a class is cancelled.
- Computer classes are limited to eight (8) students.
- Financial aid is available for most of our computer classes. Call 724-834-9390 for details.

## EDUCATIONAL WORKSHOPS

### Leading with Style: How Different Personalities Can Work Together! Free(M)/\$20(NM)

June 27, 2019 6pm – 7:30pm

Learn how to identify your leadership style and the leadership style of others and how to use this knowledge to create more effective boards, committees and teams.

**Presenter: Colonel Nancy P. Anderson, USMC (Retired)**

### Essentials of Personal Banking for Girls \$10(M)/\$20(NM)

August 13, 2019 7pm – 8:30pm

This Banking Fundamentals Workshop will present basic banking topics such as check writing, balancing a checkbook, budgeting, and credit worthiness. This will be an interactive workshop aimed to help girls develop good financial habits while learning the basic principles of banking.

**Presenters: Brandie Saraceni, Branch Manager, Citizens Bank; Joyce Trapletti, Relationship Banker, Citizens Bank**

### The Healing Potential of Cannabis Oil \$10(M)/\$20(NM)

July 30, 2019 7-8:30pm

There's a lot of excitement about the healing potential of cannabis oil (CBD) – with good reason. Join us for an evening to learn about CBD- We can answer your questions of what is it, where does CBD come from, how CBD can help you, how do you pick a quality CBD product, how can CBD help your pets, what is the difference of cannabis, hemp seed and CBD oil and much more. CBD has many health benefits without THC or a script.

**Presenter: Helen Mucci, Mucci Farm of Greensburg**

## TECHNOLOGY HELP & TUTORING

### Technology Question & Answer Session (Q & A) \$10 per person

June 11 ~ July 9 ~ August 13

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 to 3:00 pm**. Registration is required. Call 724-834-9390.

### 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; for customized trainings for companies and organizations, please see the section below "Customized Technology Training for Groups."*

### Tech Support \$20 for 15 minutes, additional fees if more time is needed

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.

## CUSTOMIZED TECHNOLOGY TRAINING for GROUPS

The YWCA Technology Center provides customized business trainings for companies and organizations. Computer training for employees provide numerous benefits for your business or organization. We will help you design a training that will meet your needs and will schedule at your convenience. Trainings can be held at your site or in our computer lab which features a comfortable learning environment. Free parking is available on-site at the YWCA. Call Gina McGrath x107 for more information.

## COMPUTER & TECHNOLOGY CLASSES

### Windows 10 \$80(M)/\$90(NM) + textbook

Wednesday Evenings

June 5, 12, 19, 26

6:00 pm - 9:00 pm

Tuesday Mornings

July 9, 16, 23, 30

9:15 am - 12:15 pm

Monday Mornings

August 5, 12, 19, 26

9:15 am - 12:15 pm

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!

### Microsoft Word 2019 - Beginners \$80(M)/\$90(NM) + textbook

Thursday Mornings

June 6, 13, 20, 27

9:15 am - 12:15 pm

Monday Evenings

July 8, 15, 22, 29

6:00 pm - 9:00 pm

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.

### Microsoft Word 2019 - Intermediate \$80(M)/\$90(NM) + textbook

Wednesday Evenings

August 7, 14, 21, 28

6:00 pm - 9:00 pm

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.

### Microsoft Excel 2019 - Beginners \$80(M)/\$90(NM) + textbook

Monday Evenings

June 3, 10, 17, 24

6:00 pm - 9:00 pm

Wednesday Mornings

July 10, 17, 24, 31

9:15 am - 12:15 pm

Tuesday Evenings

August 6, 13, 20, 27

6:00 pm - 9:00 pm

Excel is a spreadsheet program used to track and analyze information. You will learn how to create and format spreadsheets. Also covered will be sorting, filtering charts and simple formulas.

### Microsoft Excel 2019 - Intermediate \$45(M)/\$55(NM) + textbook from Beginning Excel

**Prerequisite: Excel 2016 or 2019 - Beginners**

Wednesday Evenings

July 17, 24

6:00 pm - 9:00 pm

Take your Excel skills to the next level. Learn how to: format charts, use the tables tools, protect worksheets. Learn advanced techniques such as conditional formatting advanced filters. Also covered are Excel's data analysis features such as: Goal Seek and Scenarios.

### Microsoft Publisher 2019 \$80(M)/\$90(NM) + textbook

Friday Mornings

June 7, 14, 21, 28

9:15 am - 12:15 pm

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!

### Microsoft PowerPoint 2019 \$80(M)/\$90(NM) + textbook

Thursday Evenings

June 6, 13, 20, 27

6:00 pm - 9:00 pm

Learn how to create a professional slide presentation.

### Google Docs, Sheets and Drive \$80(M)/\$90(NM)

Tuesday Mornings

August 6, 13, 20, 27

9:15 am - 12:15 pm

A free alternative to Word and Excel, Google Docs, Sheets and Drive will allow you to easily create and save documents and spreadsheets. Learn how to use these apps, including how to use them on your computer, smartphone or tablet.

### Cybersecurity Tips for Everyone! \$25(M)/\$30(NM) includes manual

Monday Morning

June 24

9:15 am - 12:15 pm

Monday Evening

August 5

6:00 pm - 9:00 pm

Are you worried about identity theft and the safety of your device? This is the class for you! You will learn what you need to do to protect yourself from spam, scams, phishing, robotic calls, malware, viruses, hackers and ID theft.

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

Thursday Evenings

July 11, 18, 25

6:00 pm - 9:00 pm

Learn QuickBooks with confidence. In this class you will: setup a company and learn to navigate 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: analyzing financial data, inventory setup, tracking and paying sales tax, doing payroll, customizing forms, and estimating and processing invoicing.