Computer User’s Corner

A USB Flash Drive is required for every computer class.

**RCL 32**  
Excel™: Basics  
MonWed 6:45-9:45pm  
July 6-Aug 8  
$150

Learn the fundamentals of entering, editing, formatting and printing spreadsheets, together with the use of simple formulas, functions, and printing options.  
**Prerequisite:** Basic computer skills.

**RCL 33**  
Microsoft Word: Beginner  
TueThur 9:45am-12:45pm  
July 5-Aug 4  
$150

Learn how to create, edit, format and print documents, work with tabs and tables, style sheets, mail merge, spell check and thesaurus.  
**Prerequisite:** RCL 39 Getting Started with Computers or equivalent.

**RCL 39**  
Getting Started with Computers  
MonWed 6:45-9:45pm  
July 6-Aug 8  
$150

Learn the basic elements of a Microsoft Windows™ equipped PC—the terminology and recommendations for an effective computer configuration. The course also includes an introduction to popular business software and using the Internet.

**RCL 41**  
Computers for Mature Adults  
TueThur 6:45-9:45pm  
July 5-Aug 4  
$150

Through patient hands-on instruction, adults, 50 or older, will explore Windows™ and learn about software packages. This is the perfect course for new entrants to the “age of computers.”

**RCL 59**  
Getting Started with Web Design  
MonWed 6:45-9:45pm  
July 6-Aug 8  
$150

Learn how to create your own web page. Learn about incorporating images and text as well as how to use and register your domain name.  
**Prerequisite:** Basic computer knowledge.