



City of Rancho Cucamonga Community Services Department



Senior Computer Classes

April 2010

Registration required.

Managing Multimedia

Monday & Wednesday 10:00-11:30 AM Apr. 5, 7, 12, 14

Learn how to burn and copy CDs, convert CD music tracks into digital music files, and print photos. Some prior experience in working with Microsoft Windows is recommended for getting the most out of this class. **Participants will need to bring their own CD's and blank CDRs for use.**

Barcode # 157266

Fee- \$5.00

Intro to PowerPoint

Tuesday & Thursdays 1:00 -2:30 PM Apr. 6, 8, 13, 15

Learn how to use Microsoft PowerPoint to create slides, ideal for presentation of information or photos. **This class should only be attempted by seniors with prior experience using the internet and windows programs.**

Barcode # 157269

Fee- \$5.00

Typing Class

Fridays 10:00-11:30 AM Apr. 9, 16, 23 May 7

Practice proper typing techniques designed to build speed and accuracy in typing. **Familiarity in running internet programs and a valid email address is required.**

Barcode # 157271

Fee- \$5.00

Excel Work Shop

Monday & Wednesday 10:00 -11:30 AM Apr. 19, 21, 26, 28

Learn how to use Microsoft Excel formulas to automatically calculate and update totals and other figures on your Excel spreadsheets. **Recommended for mathematically-minded seniors who already have some familiarity with Microsoft Excel.**

Barcode # 157289

Fee- \$5.00

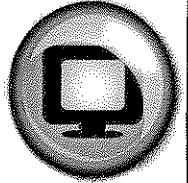
Introduction to Windows and PC

Tuesday & Thursdays 1:00 -2:30 PM Apr. 20, 22, 27, 29

Learn the basics of using a keyboard and mouse, working with Microsoft Windows, running programs, saving and organizing files. **Recommended for beginners.**

Barcode # 157280

Fee- \$5.00



Registration is taken at the Goldy S. Lewis Community Center

and the James L. Brulte Senior Center

Central Park- 11200 Base Line Road



Monday - Friday 8:00 am - 8:00 pm & Saturday 9:00 am - 3:00 pm

Register early! Space is limited.

Attendance at first class is mandatory or you may be dropped to add participants on waitlist!