



City of Rancho Cucamonga Community Services Department



Senior Computer Classes

March 2010

Registration required.

E-Mail & E-Card

Monday & Wednesday 10:00 -11:30 AM Mar. 1, 3, 8, 10

Set up a free e-mail account at gmail.com and learn how to send and receive messages, files, photos, and electronic greetings known as e-cards. ***Prior completion of Introduction to Surfing the Internet is recommended.***

Barcode # **157283**

Fee- \$5.00

Intro to Excel

Tuesday & Thursdays 1:00 - 2:30 PM Mar. 2, 4, 9, 11

Learn the basics of using Microsoft Excel to create spreadsheets from scratch, either for printing out or for storing records on your computer. ***Prior experience in using a keyboard and mouse is recommended.***

Barcode # **157288**

Fee- \$5.00

Intro to Surfing the Internet

Fridays 10:00 -11:30 AM Mar. 5, 12, 19

Get to know some useful websites while learning how to use web browsers to search for information on the internet. ***Familiarity with running programs, as well as using a mouse and keyboard is recommended.***

Barcode # **157302**

Fee- \$5.00

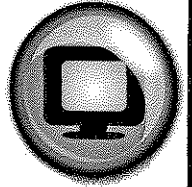
Introduction to Windows and PC

Mon Tues, Wed, and Thu 1:00 - 2:30 PM Mar. 15, 16, 17, 18

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

Barcode # **157279**

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.