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December 19, 2009

Computer Skills Workshops

On Monday, December 21, the Media Arts Center (Building #17) at the Western Montana Fairgrounds will begin offering Computer Skills Workshops Monday through Friday, except holidays.

The workshops are for adults who may be seeking jobs that require computer skills or who would like to get more out of their home computer. Each workshop lasts two hours and **costs \$20**. Class size is limited, so participants are required to **pre-register by calling (406) 370-2031**.

The schedule of workshops offered is:

Basic Computing

Each computer system is somewhat different but they all share the same basic functions. We will learn how computers (including Macs) work and how to complete basic functions including: word processing, spreadsheets, Internet browsing, and email. We will also learn about printers and file storage.

Office Computing

Today's office environment is heavily reliant on the use of computers. We will learn more advanced skills in word processing and spreadsheets, and developing publications and presentations, using the Microsoft Office Suite, which includes Word, Excel, Publisher, and PowerPoint.

The Web

Many companies and organizations rely heavily on the Internet for information and customer relations. We will learn about conducting Internet research, managing Email (message filing, spam, contacts, and tasks), Social Networking (FaceBook, Twitter, LinkedIn, YouTube, and MySpace), and Blogging. We will also learn about Internet etiquette, safety, and appropriate use at work.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:30 AM	BASIC COMPUTING	OFFICE COMPUTING	BASIC COMPUTING	THE WEB	THE WEB
1:30-3:30 PM	THE WEB	BASIC COMPUTING	THE WEB	BASIC COMPUTING	OFFICE COMPUTING
7:30-9:30 PM	BASIC COMPUTING	OFFICE COMPUTING	BASIC COMPUTING	OFFICE COMPUTING	