

Fall 2009 Computer Classes (Non-credit)

Introductory Computer Classes

South Georgia College Continuing Education

October 20 - November 3, 2009 on Tuesdays and Thursdays ~ 6:30 - 8:30 pm

Class Fee for 5 sessions/\$79 ~ Collins Hall Computer Lab Room 220

Topics will include:

How to Use the Internet

Learn how to use an internet browser, visit websites, use search engines such as Google and Yahoo, bookmarking, and privacy/security.

Using Microsoft Word 2007

Learn an overview of the Word 2007 program and specific skills which include saving to a file, customizing letters and documents, copy & paste, and printing.

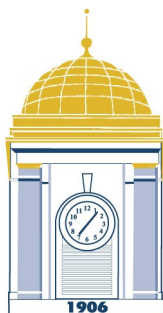
Using Microsoft Excel 2007

Learn about the toolbars and navigation tools in Excel 2007. Learn how to insert and modify basic functions and formulas as well as how to insert charts and graphs using your data.

Using Microsoft PowerPoint 2007

Learn hands-on techniques for designing effective PowerPoint presentations. Gain an understanding of the tools and features of PowerPoint 2007 in order to create an outstanding presentation that you will be proud to share!

Register
today!



South Georgia College

Continuing Education

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