



JANUARY
2014

LAB HOURS
Monday thru Friday
9 a.m. to Noon
and
1 p.m. to 3 p.m.

- ◆ Classes are Free
- ◆ Call Janet to sign up
- ◆ Must be 18 years of age or older
- ◆ Open lab when classes are not in session
- ◆ Bring ID if you are not a HAM resident
- ◆ Bring Ear Buds
- ◆ Flash Drives will be scanned before use

Microsoft Office 2013™
Windows 7 Operating System™

Computer Learning Center Newsletter



It's the start of the New Year! Have you been telling yourself you want to learn more about computers, but just haven't made the time for it? Add "Learning more about computers" to your list of resolutions.

Being proficient on the internet is especially useful. Here are a few things you might want to do.

- Find an old friend that you have lost touch with.
- Look up nutritional information for popular restaurants or for special dietary needs. Or just find some delicious recipes.
- Plan places to visit on your vacation in another city.
- Download graphics for scrapbooking, reports, or making cards.
- Upload photos to customize mugs, mouse pads, photo books, phone cases, calendars, t-shirts, and wall art.
- Find information on nearly any subject you can think of.
- And, of course, learn more about computers and how to use them.

(Stop by the lab during open hours for help on the internet)

January Classes

File and Folder Management: Learn how files are stored on the computer. Learn how to set up folders for easier retrieval and how to copy, rename and move files. Also, learn how to search for files on your computer.

Basic Microsoft Word: This is a three day course on text editing, inserting graphics, using templates, pagination, indenting, review tools, bullet lists, adding borders, setting margins, and more.

Basic Microsoft Excel: This is a three day spreadsheet course that will teach you the basics on text entry, formula entry, borders, adding graphics, and more.

Microsoft PowerPoint: This is a three day course on how to create and run a slide presentation using pre-existing templates. Use themes, add graphics, add animation, sound and slide transitions to enhance the show!

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Four Walls with the Future Inside ☺