

Fall | 2021

GILCHRIST CENTER'S ONLINE BASIC COMPUTER CLASSES

Introduction to Basic MS Excel: Learn the basics of Excel such as worksheets, data entry, keyboard navigation and more.

Introduction to Basic MS Word and Internet I & II (Intermediate): File management and more advanced-beginner functions in Microsoft Word. Learn how to work with more complex documents, internet searches, and email.


Introduction to Google Docs & Internet: Do not have MS Office? Learn how to use Google Docs, a free service that lets users create documents, store them online, and share with others. Google Docs can be used anywhere you have Internet access.

Introduction to Google Sheets: If you do not have MS Excel, in this class you will learn how to create, edit, and format spreadsheets in Google Sheets. Basic tasks such as creating shopping lists and income/expense statements with simple formulas will be covered.

For classes taught in English, register here: https://www.montgomerycountymd.gov/gilchrist/programs_and_services.html

MS Word, Correo Electrónico, Archivos y Carpetas: Este curso ayudará a desarrollar habilidades en usar MS Word para preparar una carta o currículum; Administrar archivos; Usar correo electrónico.

Para clases en Español, https://www.montgomerycountymd.gov/gilchrist/programs_and_services.html Los espacios son limitados.

Class		Schedule	Important Information
Introduction to Basic Excel	A	• Tuesdays, 4:00 pm – 6:00 pm 09/21 – 11/09 FULL	All classes require basic computer knowledge and skills. Must have a computer and internet. Registration is on a First Come, First Served Basis! All Classes are taught using Zoom platform. Training on Zoom is available and details can be found in the Application Form  *Montgomery County Residents ONLY *Must be 18 years and older
	B	• Wednesdays, 5:00 pm – 7:00 pm 09/22 – 11/10 FULL	
Introduction to Basic MS Word and Internet I	C	• Wednesdays, 5:00 pm - 7:00 pm 09/22- 11/10	
	D	• Thursdays, 2:00 pm – 4:00 pm 09/23 - 11/11	
Intro. to Basic MS Word and Internet II (Intermediate):	E	• Thursdays, 6:00 pm – 8:00 pm 09/23 – 11/11 FULL	
	F	• Fridays, 5:00 pm – 7:00 pm 09/24 - 11/12	
Introduction to Google Sheets & Internet	G	• Tuesdays & Thursdays - 4:00 pm - 6:00 pm 10/12 - 11/18	
Introduction to Google Docs & Internet	H	• Saturdays, 8:30 am - 10:30 am 09/25 - 11/13	
	I	• Tuesdays, 6:15 pm - 8:00 pm 09/21 - 11/09	
MS Word, Correo Electrónico, Archivos y Carpetas	J	• Sábados, 11:00 am – 12:30 pm 09/25 – 11/13	
	K	• Jueves, 5:00 pm – 7:00 pm 09/23 – 11/11	