

OPEN HARDWARE LAB

Every Wednesday between the hours of 8am and 4pm we will have a technician at the Computer lab waiting for you to bring in your very slow, broken, needing upgrading PCs! Here is a brief list of things we can help with: Fixing Slow or Broken Machines, Upgrading software /Transfer data, making sure your PC is Protected, and Upgrading Computers. Just stop by or call and make an appointment. This is an incredible opportunity, don't miss it! Keep in mind if you need any hardware or non-free software you will need to purchase it. Sam will assist in getting you the necessary software and hardware. (If you need to attend later than 4pm, please contact Sam to set up an appointment)

QUICKEN

Having trouble finding out where all your money went? Could you have really spent \$5,000 on groceries? Come to this class and learn how to use the computer to keep track of all your bills, checks, deposits, etc. You will get a trial copy of Quicken with this class.

WILLMAKER

Do you have a will? Have you been putting it off because you don't want to hire an attorney and you really don't want to think about it. Well, now is the time because it is so easy. Come to this class and learn the different packages available to use and begin creating yours today! Don't let the court decide the outcome of your estate! Don't delay the distribution of your assets to your loved ones! Take just a few minutes to write your Last Will and Testament today (CEI is not offering any legal advice in this class, we are showing you how to use pre-designed software to create a will)

WORD - MOS CERTIFICATION

This Level I class introduces the student to the WORD desktop and its parts, how to create and navigate through a document, save it, print it and enhance it. Enhance it by learning bold, italic, font face changes, font size changes, text color changes, underline and more. You will learn how to use the Autocorrect, spell checker, insert bullets, and insert special characters, line and page formatting features. A must class for the beginner. No more feeling like you are not in control! You will be able to take the MOS Certification after this class.

FITBIT WITH YOUR KIDS (CEI)

So, you REALLY want to get healthy in 2018. This class will help you begin. We will show you some of the best web-sites for exercises, motivation, healthy menus, keeping track of daily food intake and much much more. Make yourself a priority today! We will also talk about the different types of Fitness Trackers, showing you the pro's and con's of several different models. The students cost for this class is \$40. This must be paid the first day of class. Fitbit has a new one for kids called the ACE! Come check it out

WINDOWS LEVEL 2—A LITTLE BIT MORE

After you take the level 1 class, this class is next. Learn about backing up, the program Ninite, how to Zip files, more file management, snapping window and copying between them, plus a whole lot more!

TROUBLESHOOTING YOUR PC

Come see how to troubleshoot your PC and fix it! Is it a hardware problem or software or combination of both? This class is almost entirely hands-on; students are given supervised time with actual broken equipment, are taught to work inside a computer and how to work with Windows and the Internet to fix almost any problem.

PASSWORD MANAGEMENT

So you think "thisismypassword" is a good one? Think again! We will teach you the formulation of a good password and the reason passwords should not be re-used. Learn how to store passwords and then how to use password-management tools such as Keeppass, Lastpass and Roboform why someone might pick one over the other and from cloud services, how to add media from outside a cloud service, adding access to Google Play and how to make the device safe for use by kids

SONOS & BLUE TOOTH SPEAKERS

Technology is changing every day and trying to understand all the different blue tooth speakers is hard. In this class we will break them down by type, brand and cost and let you experiment with the different ones. The student cost for this class is \$40 and must be paid the first day of class.