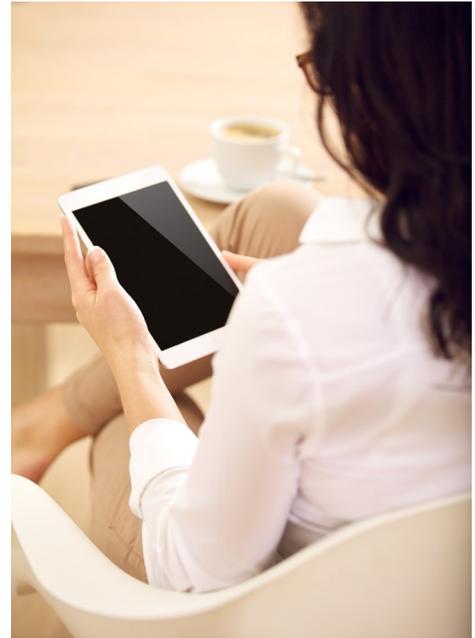


May 2019 Computer Classes USS-MWS-Gary



**CLASSES FOR
May, 2019
SPOUSES CAN COME
FOR FREE WITH
EMPLOYEE**

CLASS TIMES:
Noon—2:30pm or
4:00-6:30 pm

TO REGISTER:
Call Tracy at 762-1010 or
Debbie at 884-7930
to register for a class

TO SEE CLASSES ON-LINE:
Visit WWW.CEI-EDU.COM

OPEN COMPUTER LAB (USS/MWS)
EVERY WEDNESDAYS 8:00am-4:00pm

QUICKEN (MITTAL)
Wednesdays, May 1—May 22

3D PRINTER (USSMWS)
Thursdays, May 2—May 9

WORDPRESS (MITTAL)
Thursdays, May 2—May 23

BUILD A PC (MITTAL)
Mondays, May 6—June 10 (skip 5/27)

SUBLIMATION- CUSTOM PHOTO IDEAS (USS/MWS)
Mondays, May 6—May 13

EXCEL FUNCTIONS—BASIC AND ADV (USS/MWS)
Tuesdays, May 7—May 14

DIGITAL CAMERAS (USS/MWS)
Saturdays, May 11—May 18

PASSWORD MANAGEMENT (USS/MWS)
Monday, May 20

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 (MITTAL)

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.

3D PRINTER (USSMWS)

I know you have seen the 3D printers, and now you can learn how to use one. This class is a basic class on 3D printer technology. You will design a couple of 3D figures and then print them out. AWESOME!

WORDPRESS (MITTAL)

Have you ever wanted to be a web designer? Well here is your chance. Learn all the new techniques to create a new interactive web site. We will walk you thru the proper steps in design, formatting, and linking your pages. Then when it is absolutely beautiful we will walk you thru publishing to the web. If you ever wanted to create your own website, this is the class for you.

BUILD A PC (MITTAL)

Learn from the ground up how to create and build your own computer. This class starts off by explaining about all the different parts of a computer, why one type of memory is needed over another, why one hard drive is better/worse than the next, what different "footprints" you can choose from and about how much you can and should spend. You will also go through the actual building of the hardware and installing the necessary operating system and software. You will be able to build your own PC to purchase or simply build one for the experience.

SUBLIMATION— CUSTOM PHOTO IDEAS (USS/MWS)

Come let your creative side come out. Sublimation printing is the process of placing pictures and sayings on Tin Boxes, Wooden Boxes, Key Chains, Coasters, Mugs, License plates, Puzzles, etc. Come to either of these classes, pick your picture, pick your saying, pick your items of choice and make wonderful customized beautiful items! These make great presents and keepsakes!

EXCEL FUNCTIONS—BASIC AND ADV (USS/MWS)

Have you been working with Excel but feel that you need to go a few steps farther? Come to this class and learn how to work with and manage functions. Some of the functions you will learn are =PMT, =OR, =IF, =AND, =NOT, =VLOOKUP, =HLOOKUP, =TEXT, =COUNTIF, =COUNTIFS, =AVERAGEIF, =AVERAGIFS, =SUMIF, =SUMIFS, =MATCH, =INDEX, =LEFT, =RIGHT, =LEN.... Plus a whole lot more!

DIGITAL CAMERAS (USS/MWS)

SLR digital cameras have so many features, yet most people who use a camera are still using the "auto" only. Come to this class and learn first-hand how to use all of the cool features that are on your Digital SLR camera.

PASSWORD MANAGEMENT (USS/MWS)

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