

April 2019 Computer Classes USS-MWS-Gary



**CLASSES FOR
April, 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

ONLINE PHOTO BOOKS (MITTAL)
Mondays, April 1—April 29

PODCASTS (USS/MWS)
Mondays, April 1—April 15

EXCEL FUNCTIONS (MITTAL)
Thursdays, April 4—April 11

WIRELESS PRINTERS (MITTAL)
Thursdays, April 25

PLEX MEDIA SERVER (USS/MWS)
Mondays, April 22—April 29

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)

ONLINE PHOTO BOOKS (MITTAL)

What is all the excitement about? Come learn how to take those photos and put them on-line for free. Send an email to the grandparents telling them to look at your great pictures. Learn how to use Shutterfly and other on-line photo stores. You will also learn how to upload to Walgreens.com so that photos can be developed. Make sure to bring your photos to this class.

PODCASTS (USS/MWS)

Everyone is talking about Podcasts, but do you know what they are? Could you find one you were interested in, or could you create one? Come to this class and learn all about them. You will see why they are so popular.

EXCEL FUNCTIONS (MITTAL)

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!

WIRELESS PRINTERS (MITTAL)

Do you have a wireless printer or do you plan on purchasing one? Are you having problems working with it or setting it up? In this class you will set up your own wireless printer and then how to troubleshoot it if it is not working. Sam gets tons of questions on wireless printers, now come get yours answered! The Student will get a wireless printer with this class. The student cost for this class is \$30. This must be paid the first day of class.

PLEX MEDIA SERVER (USS/MWS)

Although video streaming services are great for consuming huge amounts of content, you never *own* any of it, regardless of how long you subscribe. Plex offers an alternative for those who like to maintain collections of music, photos, and videos detached from any provider. Plex helps you construct an always-accessible media server no matter what platform you use.