

January 2012 Computer Classes ArcelorMittal/ Burns Harbor



**CLASSES FOR
January, 2012
SPOUSES CAN COME
FOR FREE**

CLASS TIMES:
8:00-10:30 am
4:00-6:30 pm

TO REGISTER:
Call CEI at 926-5740 to
Register for a class

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

MAKING YOUR PC MORE EFFICIENT (CEI)

Mondays, Jan 9th—30th (Skip 16th)

WINDOWS 7 (USS/MWS)

Mondays, Jan 9—Feb 13th (skip Feb 16th)

GOT A NEW PC FOR CHRISTMAS? (USS/MWS)

Tuesdays, Jan 10th —Jan 17th

CALENDAR CREATOR (MITTAL)

Wednesdays, Jan 11—Feb 8th

BUILD A WEBSITE (USS/MWS)

Wednesdays, Jan 11th—Jan 25th

MAKE YOUR OWN PHOTO T-SHIRT (CEI)

Wednesday, Jan 11th

EXCEL 2010 (MITTAL)

Thursdays, Jan 12th—Feb 9th

CREATE YOUR OWN WILL (CEI)

Thursday, Jan 12th

ALL ABOUT SMART PHONES (CEI)

Saturday, Jan 21st 9-noon

DESIGN YOUR OWN GREETING CARDS (USS/MWS)

Tuesdays, Jan 24 & 31st

SEE BACK FOR CLASS DESCRIPTIONS

MAKING YOUR PC MORE EFFICIENT

Is your computer a little slow these days? Do you have lots of programs on there that you are not sure if you even need? Is your system tray full of icons that you don't even know what they do? Well then, this is the class for you. Come make your PC run faster by learning some cool tricks of the trade and getting rid of un-needed programs.

WINDOWS 7

Are you still intimidated with Windows 7? Not sure how to do much more than go to the internet and maybe play solitaire? This class will have you moving around in no time. You will begin by learning the basic "computer lingo" and then dive right into the World of Windows. Learn how to make folders to store data in, cut/copy/paste, save, delete, rename files and everything you need to feel comfortable sitting in front of the computer!

GOT A NEW PC FOR CHRISTMAS?

One of the most frustrating things is to get a new computer and not know how to get your old stuff onto the new one. Also, do you really need all 30 of those "free" programs that come pre-installed?. This is a brand new class that will get you up and running in no time.

CALENDAR CREATOR

So you missed the November Calendar creator class, but don't you worry, we are offering it again. Or maybe you need a different calendar than the one you already made. Bring your photos in because you will be scanning them and making your own 12-month calendar!

BUILD A WEBSITE

KompoZer is web design software that is *free* to download. This allows the students to practice at home and use their skills when they are done with class. KompoZer is designed to be extremely easy to use, making it ideal for non-technical computer users who want to create an attractive, professional-looking web site without needing to know HTML or web coding. Come see what the free program can do!

MAKE YOUR OWN PHOTO T-SHIRT NEW NEW NEW!!

Bring in your photos and we will show you how to create your own custom T-shirt (or sweat shirt). Learn the process of applying thru a press. Make a collage, or maybe that special baby's first step shirt. Whatever photo is your favorite, we will help you create a keep-sake shirt!

EXCEL 2010

Excel 1 covers the parts of the spreadsheet and how to navigate through the cells. You will learn how to create simple formulas, write simple functions (SUM, MAX, MIN, AVG), print, save, close and open files, and format the spreadsheet to make it look professional. This includes bold, italic, changing font sizes and font faces, changing column widths, adding dollar signs, percent signs, adding color to the text and numbers, and adding or deleting rows. We will show you how to change the page setup to print landscape, center on a page, and add headers and footers and gridlines. You will also learn how to copy/cut/paste formulas and text using the menu and autofill. You will learn how to work with a 3D spreadsheet and how to copy/cut information from one sheet to another.

CREATE YOUR OWN WILL

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).

ALL ABOUT SMART PHONES

Is it time to upgrade your phone? Are you confused as to which one you should buy? What is it with all these smart phones, are they really that smart and are they worth the price? Come to this class and see many different smart phones and decide for yourself if you need to upgrade to one.

DESIGN YOUR OWN GREETING CARDS NEW NEW NEW!!

Use Publisher to create your own customized greeting cards. By the end of this class you will have 12 custom cards and envelopes. They can be birthday, anniversary, Easter, Thank-you, or whatever you need!