



ANNOUNCING A GREAT NEW SERIES OF HANDS-ON DIGITAL LITERACY COURSES!!

In-person classes will be held at the Chester County OIC in Coatesville, PA from 1/21/25 through 3/10/25.

Explore some basics in Microsoft Windows, then begin your Microsoft Office training with valuable classes in PowerPoint!

START WITH WINDOWS AND THEN LEARN TO BUILD A GREAT PRESENTATION WITH MICROSOFT POWERPOINT		
Dates	Times	Course Name
Tues., 1/21/25	9:00 AM – 12:00 PM	Windows – Work with computers, navigate through windows, work with folders and files, access internet through browsers (e.g., Google Chrome), save website as favorites, and learn keyboarding techniques
Thurs., 1/23/25	9:00 AM – 12:00 PM	Microsoft PowerPoint Introduction: Part 1 – Explore the PowerPoint desktop and ribbon, create a basic presentation, edit, proof and copy text into presentations, import text from Word, and use AutoCorrect
Mon., 1/27/25	9:00 AM – 12:00 PM	Microsoft PowerPoint Introduction: Part 2 – Learn how to print handouts and presentations, discover text formatting tips and tricks, add shapes and WordArt, format bullets/numbers, use slide sorter, and run a slide show

Microsoft Outlook is the standard email communications tool among businesses – pick up some helpful efficiency tips!

LEARN OUTLOOK – MICROSOFT'S EMAIL, CALENDAR AND SCHEDULING TOOL		
Dates	Times	Course Name
Tues., 1/28/25	9:00 AM – 12:00 PM	Microsoft Outlook Introduction – Understand the Outlook interface, work with messages, add recipients, check spelling/grammar, and format messages

Begin your Microsoft Word training to learn some great word processing skills.

GET INTRODUCED TO A VALUABLE WORD PROCESSING APPLICATION – MICROSOFT WORD		
Dates	Times	Course Name
Thurs., 1/30/25	9:00 AM – 12:00 PM	Microsoft Word Introduction: Part 1 – Explore the Word ribbon and interface, learn how to enter text, save documents, edit text using cut, copy and paste, and use undo and redo
Mon., 2/3/25	9:00 AM – 12:00 PM	Microsoft Word Introduction: Part 2 – Learn how to check spelling and grammar, format text, set paragraph spacing and alignment, preview and print documents, and control page layout and margins

Enhance your ability to communicate effectively using the latest social media tools and Zoom for online delivery.

EXPLORE SOCIAL MEDIA APPS THAT ARE GOOD TO KNOW		
Dates	Times	Course Name
Tues., 2/4/25	9:00 AM – 12:00 PM	Communications Applications/Social Media Tools – Explore Skype, Zoom, FaceTime, YouTube, Google, Facebook

Learn advanced levels of Microsoft Word to prepare you to take the Microsoft Office Specialist certification exam in Word.

AIM TO GET CERTIFIED IN MICROSOFT WORD!

Dates	Times	Course Name
Thurs., 2/6/25	9:00 AM – 12:00 PM	Microsoft Word Intermediate: Part 1 – Align text with tabs, create numbered and bulleted lists, manage headers and footers, format with page and section breaks, and insert dates, times and symbols
Mon., 2/10/25	9:00 AM – 12:00 PM	Microsoft Word Intermediate: Part 2 – Work with AutoFormat, use AutoCorrect for quick text entry, edit with Find and Replace, create and navigate a table, modify tables, and use borders and colors to format tables
Tues., 2/11/25	9:00 AM – 12:00 PM	Microsoft Word Styles: Part 1 – Use indentation to manage text layout, format with document themes, save keystrokes with QuickParts and fields, create and format newsletter-style columns, use lines and shapes for impact
Thurs., 2/13/25	9:00 AM – 12:00 PM	Microsoft Word Styles: Part 2 – Manage documents in outline view, insert pictures and WordArt, enhance with SmartArt graphics, create charts using Word and Excel data, save time with templates, customize preferences

CLOSED FOR PRESIDENT'S DAY HOLIDAY ON 2/17/2025

LINKED IN PROFILE DEVELOPMENT

Tues., 2/18/25	9:00 AM – 12:00 PM	LinkedIn Profile Development – Learn how to get started with LinkedIn and understand the profile interface, and begin to populate the individual sections of this powerful professional networking tool
Thurs., 2/20/25	9:00 AM – 12:00 PM	Microsoft Word Mail Merge – Understand the Mail Merge process, select and sort recipient records, create the merge document, create mailing labels and directories, merge data, sort table data, create advanced lists
Mon., 2/24/25	9:00 AM – 12:00 PM	Microsoft Long Documents – Create linked master and sub documents, create a table of contents, create an index, track document changes, insert and manage comments, and track revisions
Tues., 2/25/25	9:00 AM – 12:00 PM	Microsoft Word Test Prep
Thurs., 2/27/25	9:00 AM – 2:00 PM (AM and PM groups)	Microsoft Word MOS Exam

The Number 1 application that employers value is Microsoft Excel – learn how to manage your data in this valuable spreadsheet application.

UNDERSTANDING EXCEL SPREADSHEETS

Dates	Times	Course Name
Mon., 3/3/25	9:00 AM – 12:00 PM	Microsoft Excel Introduction: Part 1 – Explore the Excel desktop and ribbon, create, save and navigate in Excel, learn data entry tips and tricks, select and work with cell ranges, create simple formulas, and format numbers
Tues., 3/4/25	9:00 AM – 12:00 PM	Microsoft Excel Introduction: Part 2 – Format text, manage rows and columns, align data, apply borders and shading, copy cell formats, print worksheet data, and control printed data with page set-up features
Thurs., 3/6/25	9:00 AM – 12:00 PM	Microsoft Excel Charting: Part 1 – Create charts to present data visually, format charts for maximum impact, and insert pictures, graphics and shapes
Mon., 3/10/25	9:00 AM – 12:00 PM	Microsoft Excel Charting: Part 2 – Apply conditional formatting, use the Data Bar feature, create and view comments, apply subtotals and outlining, customize your view in Excel, and set Excel preferences