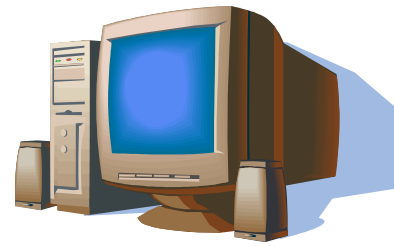


EMERALD ISLE IMMIGRATION CENTER

59-26 Woodside Avenue (2nd floor)

Woodside, NY 11377

Contact: Maire Tel: 1(718) 478-5502 x 208



COMPUTER CLASSES

Computer Applications

This eight (8) week course focuses on word processing (Word), spreadsheets (Excel) and slide presentations (Powerpoint).

In Microsoft Word, students will learn how to find and replace text in documents, use the Thesaurus, edit documents, merge letters with mailing lists, labels, merge paragraphs for creating form letters, and create newspaper articles with graphics and framed text, and key creative tables.

In Microsoft Excel, students will create spreadsheets relating to payroll, expense reports and income statements.

In Microsoft PowerPoint, students will learn how to create effective presentations and slides applicable for school, business and personal use.

In Microsoft Access, Students will learn how to create a database for personal use; for example, a telephone directory or holiday card list.

***Prerequisite:** Knowledge of Windows and typing ability

Time: 6:30 p.m. to 8:00 p.m.

Fee: \$150.00

Day; Tuesday

Dates: Beginning Tuesday, Sessions: October 16, 23, 30
November 6, 13, 20, 27
December 4

EMERALD ISLE IMMIGRATION CENTER REGISTRATION

NAME _____

ADDRESS _____

HOME _____

DAY PHONE _____