

FREE LUNCH TIME COMPUTER WORKSHOPS

Intensive Tutorials for the Intermediate-to-Advanced Computer User
Held every Tuesday during college club hours

All are welcome! NO REGISTRATION NECESSARY.

Questions? Please call (718) 951-4672 or email Albrecht@brooklyn.cuny.edu

Microsoft PowerPoint

Create and display richly composed slide shows for public speaking and a variety of other applications.

PowerPoint, Part 1: The Basics	Tuesday, Sept. 29	12:30pm - 1:45pm	Library 038
Repeated for Sukkot	Wednesday, Sept. 30	12:30pm - 1:45pm	Library 038
PowerPoint, Part 2: Animation, Style and Media	Tuesday, Oct. 13	12:30pm - 1:45pm	Library 038

Microsoft Excel

The ideal tool for recording, viewing, and retrieving statistical, financial, and organizational data.

Excel, Part 1: The Basics	Tuesday, Oct. 20	12:30pm - 1:45pm	Library 038
Excel, Part 2: Formulas and Advanced Features	Tuesday, Oct. 27	12:30pm - 1:45pm	Library 038
Excel, Part 3: Advanced Projects	Tuesday, Nov. 3	12:30pm - 1:45pm	Library 038

IBM SPSS

The professional and academic standard of statistical analyses software.

SPSS, Part 1: Statistics Basics	Tuesday, Nov. 10	12:30pm - 1:45pm	Library 038
SPSS, Part 2: Correlation and Regression	Tuesday, Nov. 17	12:30pm - 1:45pm	Library 038

Intuit QuickBooks

Automated financial accounting that conforms to all professional and legal standards.

QuickBooks, Part 1	Tuesday, Nov. 24	12:30pm - 1:45pm	Library 038
QuickBooks, Part 2	Tuesday, Dec. 1	12:30pm - 1:45pm	Library 038
QuickBooks, Part 3	Tuesday, Dec. 8	12:30pm - 1:45pm	Library 038