

FREE COMPUTER WORKSHOPS EVERY MONDAY EVENING AND TUESDAY AFTERNOON

Intensive Hands-On Tutorials for the Intermediate-to-Advanced Computer User

All are welcome! NO REGISTRATION NECESSARY. Questions? Please call (718) 951-4672 or email Albrecht@brooklyn.cuny.edu

Microsoft Excel

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

Excel, Part 1	Monday, Sept. 28	6:30pm – 7:45pm	Library 122
Repeated	Tuesday, Sept. 29	3:40pm – 4:55pm	Library 122
Excel, Part 2	Monday, Oct. 19	6:30pm – 7:45pm	Library 122
Repeated	Tuesday, Oct. 20	3:40pm – 4:55pm	Library 122
Excel, Part 3	Monday, Oct. 26	6:30pm – 7:45pm	Library 122
Repeated	Tuesday, Oct. 27	3:40pm – 4:55pm	Library 122

Intuit QuickBooks

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

Quickbooks Part 1	Monday, Nov. 2	6:30pm – 7:45pm	Library 122
Repeated	Tuesday, Nov. 3	3:40pm – 4:55pm	Library 122
Quickbooks Part 2	Monday, Nov. 9	6:30pm – 7:45pm	Library 122
Repeated	Tuesday, Nov. 10	3:40pm – 4:55pm	Library 122

IBM SPSS

The professional and academic standard of statistical analyses software.

SPSS, Part 1	Monday, Nov. 16	6:30pm – 7:45pm	Library 122
Repeated	Tuesday, Nov. 17	3:40pm – 4:55pm	Library 122
SPSS, Part 2	Monday, Nov. 23	6:30pm – 7:45pm	Library 122
Repeated	Tuesday, Nov. 24	3:40pm – 4:55pm	Library 122

Microsoft PowerPoint

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

PowerPoint, Part 1	Monday, Nov. 30	6:30pm – 7:45pm	Library 122
Repeated	Tuesday, Dec. 1	3:40pm – 4:55pm	Library 122
PowerPoint, Part 2	Monday, Dec. 7	6:30pm – 7:45pm	Library 122
Repeated	Tuesday, Dec. 8	3:40pm – 4:55pm	Library 122