FREE Computer Workshops FOR BEGINNERS

Featuring Microsoft Office: Word - Excel - PowerPoint

All workshops held in the Brooklyn College Library, Room 383 From 1:30pm – 2:45pm

Computer Basics

In this first workshop, we will define the parts of the computer, paying special attention to their proper use and the proper vocabulary associated with them. We will also take a look at the capabilities and limitations of the modern desktop system.

Saturday, February 14	Repeated Sunday, February 15

Microsoft Word

We learn how to properly launch the word processor, format a page, and begin writing a document. We will also learn how to properly correct mistakes, edit text, use graphics, and spell check.

Microsoft Word, Part 1	Saturday, February 21	Repeated Sunday, February 22
Microsoft Word, Part 2	Saturday, February 28	Repeated Sunday, March 1

Microsoft Excel

With a spreadsheet, you can build mailing lists; balance a checking account, or record calendar events. In these workshops, we will build a complete spreadsheet project, using many of Excel's time-saving tools.

Microsoft Excel, Part 1	Saturday, March 14	Repeated Sunday, March 15
Microsoft Excel, Part 2	Saturday, March 21	Repeated Sunday, March 22
Microsoft Excel, Part 3	Saturday, March 28	Repeated Sunday, March 29

Microsoft PowerPoint

PowerPoint is a computer program that allows you to compose highly graphical slides for presentations. In this workshop, we will build a complete automated project using all of these features and more.

Microsoft PowerPoint, Part 1	Saturday, April 18	Repeated Sunday, April 19
Microsoft PowerPoint, Part 2	Saturday, April 25	Repeated Sunday, April 26

Desktop Publishing Primer (NEW)

Desktop publishing allows you to combine text, pictures and design elements for a variety of projects such as newsletters, posters, or even websites.

Saturday, May 2	Repeated Sunday, May 3

Internet Tools for the Professional (NEW)

A brief look at the plethora of tools the internet holds for job seekers, networkers and people looking for training and educational opportunities.

Saturday, May 9	Repeated Sunday, May 10

Computer Safety

Practices that will drastically reduce the chances of contracting a computer virus, losing work, and keeping your identity safe while online.

Saturday, May 16	Repeated Sunday, May 17

Registration is NOT necessary and there is no cost.

Workshops are open to all.

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

Brooklyn College
Library and Academic IT