

Join
the

TECHNOLOGY REVOLUTION

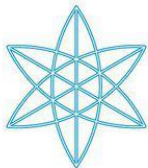
WHEN:

Mondays,
Tuesdays
& Wednesdays
January 2013

WHERE:

Kennedy King College
Family Net Center
6301 South Halsted St.
Building V, Room 106

Family Net Center: Where Technology makes CHANGE!



CONTACT

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Facebook: Family Net Center (Englewood)



at www.inglewoodportal.org

Basic Bundle | 1:00 pm – 3:00 pm

January 7 | Computer Basics - becoming familiar with parts of the computer and the operating system

January 8 | Internet Basics - navigating the Internet and the windows elements

January 9 | Email Basics - sending, receiving, replying, forwarding and managing email

These classes are intended for beginning users.

Microsoft Office Series | 3:00 pm – 5:00 pm

January 14 | Microsoft Word – using word-processing to create letters and forms

January 15 | Microsoft Excel – using spreadsheets to perform mathematical calculations

January 16 | Microsoft Power Point – using multimedia software to create presentations and slideshows

This series, sequential classes related by topic, which demonstrate integration within the Microsoft Office Suite. This series is intended for intermediate users who have completed the Basic & Microsoft Office Bundle. Class participants must register online and submit assignments online.

Job Readiness Training | 1:00 pm – 3:00 pm | JRT Clients Only

January 22 | Job Readiness Training I – understanding the computer essentials as it relates to employment

January 23 | Job Readiness Training II – accessing the Internet to enhance your job search

These classes are intended for Job Readiness Training Clients Only!

I Have A Net Book! Now What? | 10:00 am – 12:00 pm

January 28 | Troubleshooting 101 – knowing what to do when you Net Book is acting wacky

January 29 | Internet Options – exploring internet options that are available for you

January 30 | Internet Safety & Security – how to protect yourself, your loved ones and data safe online

This bundle is intended for clients that received a Net Book through the Smart Communities' Earned Computer Training Program. Please bring your Net Books to class with you.

All Computer Training is FREE to Englewood, Woodlawn and Washington Park residents as well as Kennedy King College students.



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