

# Senior Link

SeniorLink provides students age 50 and older hands-on training in several computer applications. The following courses are available through the program.

## **Introduction to the Computer**

This course is specifically designed for those who are first time computer users. You will get a basic understanding of Microsoft Windows, learn to use a mouse, and get procedures for proper care of your computer. Additionally, you will learn to create and save files using a word processor, send and receive e-mail, browse the Internet and more.

Tuesdays, 10 a.m.–Noon

\$89

August 25; September 1, 8, 15, 22

Instructor: Bobbi Lazar

## **Introduction to the Internet**

This short course provides a tutorial for the world of online services. Upon completion of the course, you will have an understanding of the history of the Internet, how it functions, and what is available online. You will learn tips for browsing and searching the Internet. You will learn how to send and receive e-mail, create and use an address book, share photos as e-mail attachments, and organize e-mail in folders.

Thursdays, 10 a.m.– Noon

\$79

September 10, 17, 24; October 1

Instructor: Bobbi Lazar

## **Microsoft Word**

In this class you will learn all the bells and whistles available in the Microsoft Word software application. You will create letters and use Spell Checking, Special Characters, colored borders, and graphics. Practice writing letters and then use them in creating a Mail Merge. Finally, you will learn to print on labels and envelopes. You can look forward to getting tips and tricks for ease of use.

Thursdays, 10 a.m.–Noon

\$89

October 15–November 12

Instructor: Bobbi Lazar

## **Microsoft Publisher**

This interactive class will teach you how to create, edit, and update flyers, brochures, advertisements. Learn how to jazz up your documents with pictures, borders and more.

Fridays, 1 p.m.–3 p.m.

\$89

October 23, 30; November 6, 13, 20

Instructor: Bobbi Lazar

## **Microsoft Excel**

This class provides you with easy-to-follow, step-by-step lessons on the features of Microsoft Excel and how to create databases and spreadsheets. You will learn some basic functions and formulas, how to format cells to change the appearance of worksheets, and create charts from Excel data. You can look forward to getting tips and tricks for ease of use.

Tuesdays, 10 a.m.–Noon

\$89

October 6, 13, 20, 27; November 3

Instructor: Bobbi Lazar