

Computers and Technology

YMCA Membership is NOT required. Classes are held in our Mt. Laurel Computer Lab. Handouts included. Special Offer: \$99.00 for 1st class and only \$79.00 for 2nd. Classes fill quickly, with maximum of 8 registrants each. All class times are 6:00 to 9:00PM.

REGISTER TODAY! Call: (856) 234-6200 x223

Microsoft Word 2003

Learn the basics. At the end of this class you will be able to format & edit, using program tools to improve the look of your documents. Save/retrieve/print a document & recognize basic program icons. Prerequisite: Must have knowledge of Windows principles and be able to keyboard Approx. 25 wpm.

Date(s): Tuesday, June 15 & Wednesday, June 16 Fee: \$99.00

Introduction to Microsoft Excel 2003

This course provides training to help you get control over numbers. Learn how to format, enter, edit copy, protect, retrieve and save files. Create basic formulas & use basic program commands. Pre-requisite: Knowledge of Windows principles. Keyboarding or typing a plus, but not a requirement.

Date(s): Wednesday, July 14 & Thursday, July 15 Fee: \$99

Introduction to Microsoft Power Point 2003

Power Point is a popular graphics program for designing presentations. This introductory course will teach you the basics of creating & formatting presentations & slideshows. You will also learn to develop & run a simple slideshow. Prerequisite: Must have knowledge of Windows principles and be able to keyboard Approx. 25 wpm

Date(s): Wednesday, August 18 & Thursday, August 19 Fee: \$99

CUSTOMIZED TRAINING

We will customize one of our many computer programs to meet your needs for small groups of 5-8. For more information and a 'no-obligation' quote call Rene at (856) 234-6200 x223 or e-mail renem@ymca-bc.org



Meeting your Computer Needs at the YMCA!



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