

Beginning Microsoft Word 2007

With the Introduction of the Office 2007 Suite software package, a number of large changes to the program were incorporated. If you want to learn how to use the new features, or if you are frustrated that you can't seem to find what you need, then this class is for you. The basics of the interface will be covered, as well as tips and tricks that you can use to customize the program to your own preferences.

Beginning Microsoft Excel 2007

Excel 2007 introduced new features and a new interface. If you want to learn the basics of Excel, or perhaps learn how to use the new interface, then this class is for you.

Beginning Microsoft PowerPoint 2007

PowerPoint 2007 introduced new features and a new interface. Come learn how to create presentations, how to design your own slides, and how to insert cool stuff like pictures, videos, and sounds!

Beginning Microsoft Outlook 2007

Outlook 2007 allows you to do much more than just send emails. You can keep a list of tasks that you need to complete. You can organize all the contacts that you have. You can keep a calendar of your schedule. And you can even share your calendar with others so you can share events and what is going on in your life! Come learn how to take Outlook to the next level!

Beginning Adobe Contribute

Web page editing made easy; allows you to browse your site and make live edits.

Beginning Adobe Photoshop

Learn the basic Photoshop interface, how to prepare photographs and artwork for the web, the difference between GIF and JPEG images, pixels, resolution, and image quality, how to get the smallest file size for faster downloads and much more!

How to create online surveys

Learn how to create and administer online surveys with Dragon 8.4.

All About Facebook

This class will teach you what Facebook is and how to use the basic features. You will also learn how to install applications, how to create groups and fan pages, how to upload photo galleries, how to find friends, how to chat, how to send messages, and how to customize your personal information. You will also learn how to set your privacy settings to protect the information you want to protect.

All About Twitter

You've heard about Twitter. Come learn about this new form of communication and how you can participate. Learn how to find others and get updates. Learn how to block people you don't want to see. And find out why everyone seems to be using Twitter!!