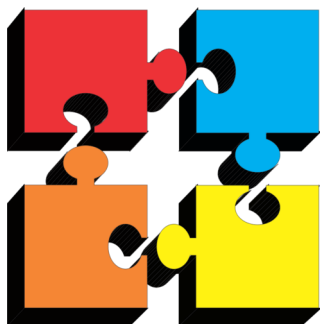


April Classes

Beginning Publisher - 5 - 6pm April 4/11/18/25

- Page Orientation/Size
- Inserting Graphics
- Text Boxes
- Text Spacing
- Line Spacing
- Guides
- Margins
- Page Background
- Click & Drag to Copy
- Multi-select to move objects
- Sort Pages/Duplex Printing



Intermediate Publisher - 5 - 6pm April 6/13/20/27

- Page Design/Color Themes
- Templates
- Shapes
- Page Parts
- Calendars
- Borders & Accents
- Word Art
- Insert File
- Insert Object
- Header/Footer/Page Numbers

May Classes

Gmail - 5 - 6pm May 2/9/16/23

- Create a Gmail Account
- Connect Gmail to Outlook
- Gmail Calendar/Contacts
- Gmail Drive
- Labels for Gmail Folders
- Gmail Chat/Google Meet

Outlook - 5 - 6pm May 4/11/18/25

- Outlook Accounts (Multiple)
- Outlook Calendar
- Outlook Contacts/Business Cards
- Outlook Sticky Notes
- Adding Folders to Outlook Inbox
- How to Create Rules for Folders
- Different Views
- Send/Receive
- Sort

Bonus June Class!

Create a WIX Website - 5 - 6pm June 6/13/20/27

- Create WIX Account
- Create New Site Using Template
- Adding Text/Graphics/Elements/Apps
- Changing Backgrounds/Fonts/Colors
- Menu Items
- Adding Links/Hit Counter
- Headers/Footers
- Choosing a Domain/Hosting Package
- Going Live



Microsoft Office Classes
Starting January 3, 2023!

Bring Your Laptop!



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just refresh your skills!**

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January Classes

Beginning Word - 5 - 6pm January 3/10/17/24

- Menu Bar
- Ribbon - Sections within Ribbon
- View - % & slider bottom right
- Cursor
- Tab/Shift+Tab
- Highlighting - Options w/highlight tool
- Fonts (type/size/color)
- Margins/Ruler
- Page Orientation
- Alignment
- Show/Hide
- Copy & Paste
- Saving/Save As
- Folders/Creating Folders
- Undo/Redo
- Bullets & Numbering

Intermediate Word - 5 - 6pm January 5/12/19/26

- Styles/Format Painter
- Shortcut Keys/SS View
- Tables/Links
- Find/Replace
- Header/Footer
- Ribbon Commands & Adding Icons
- Macros (Introduction)
- Text Boxes/Word Art/Shapes
- Page Design/Themes/Smart Art
- Watermarks
- Page Layout/Columns/Indentation
- Wrapping Text/Graphics
- Insert Pictures/Objects/Icons
- Mail Merge
- Review/Thesaurus

February Classes

Beginning Excel - 5 - 6pm February 7/14/21/28

- Menu Bar
- Ribbon - Sections within Ribbon
- View - View slider bottom right
- Cell Navigation
- Cell Address
- Columns: Width/Autofit/Insert/Delete
- Rows: Height/Autofit/Insert/Delete
- Worksheet/Workbook
- Tabs: Naming/Copying/Coloring
- Format Cells
- Borders
- Simple Charts
- Simple Formulas
- Auto Sum

Intermediate Excel - 5 - 6pm February 2/9/16/23

- Filters/Sorting
- Fill/Auto Fill
- Protect Sheet
- Passwords
- Page Setup/Gridlines
- Data Validation
- Cell Comments
- Freeze Panes
- Arrange All
- More Formulas: IF statements
- More Charts
- Conditional Formatting
- Link Cells

March Classes

Beginning PowerPoint - 5 - 6pm March 7/14/21/28

- Layout, Themes & Design
- Transitions
- Master Slide
- Slide Sorter/Moving Slides
- Inserting Photos/Graphics
- Printing Options
- Slide Show/Save as Show
- Add Titles/Subtitles
- Hide/Show Slides



Intermediate PowerPoint - 5 - 6pm March 9/16/23/30

- Links
- Animation
- Slide Backgrounds
- Copy & Import Slides
- Move/Resize Graphics
- Format Shapes
- Slide Show Set Up/Timing/Looping
- Slide Numbers
- Comments Pane
- Adding Music/Sound to Transitions