**Windows 10, Level 1**

This course is ideal for people already experienced with Windows-based computers and are beginning to work with Windows 10. This is a hands-on approach filled with practical exercises and plenty of time for Q & A. Subject content covers Settings, File Explorer, OneDrive, Basic Utility Programs, Backup, Security, How to Find Programs and Files, Taskbar, Search, Basic Troubleshooting and Maintenance, plus more.

**Windows 10, Level 2**

This course is an extension of the Level 1 course covering intermediate-level subjects in a hands-on approach filled with practical exercises and Q & A. A recent student commented that ”*this course allowed me to experiment without fear of messing things up*.” Content includes Snipping Tool, Steps Recorder, Magnifier, Copy/Move Files, Print Queue Issues, Extended Maintenance, File Compression, Security Measures, Task Swapping, Virtual Desktops, Program Termination and Uninstall, CD Creation, Voice and Video Recording, Photo Editor, plus more. Students should bring a USB Flash Drive to class.

**MS Excel 2016, Level 1**

This course is designed as an introduction to MS Excel 2016, a spreadsheet program for numbers-based decision making and charting. Students without experience, including those looking for a refresher, will benefit through a series of practical hands-on exercises covering Design, Formatting, Functions and Formulas, Printing, Charting, and Tables at varying complexity levels and business cases. Each exercise is presented and explained for development by the student according to written instruction and solution file. Home study is encouraged for maximum learning value. Students must bring a USB Flash Drive to class. Basic Windows 10 operating skill is required

**MS Excel 2016, Level 2**

This course is designed as an extension to MS Excel 2016 Level 1 for students already experienced using Excel. Students seeking intermediate-level knowledge will benefit through a series of exercises covering Functions and Formulas, Charting, What-If Analysis, Subtotaling, Table Lookup, IF Logic, and Pivot Table plus more at varying complexity levels and business cases. Each exercise will be presented and explained in class for development by the student according to written instruction and solution file. Home study is encouraged for maximum learning value. Students must bring a USB Flash Drive to class.

**MS Word, Level 1**

This course is designed as an introduction to MS Word 2016, a word processor program for creating a multitude of document types. Students without experience, including those looking for a refresher, will benefit through a series of hands-on exercises. Subject content covers Formatting, Headings, Keyboard Shortcuts, Margin Control, Fonts, Columns and Lists, Styles, Photo Insertion, plus more. Each exercise will be presented and explained in class for development by the student according to written instruction and solution file. Home study is encouraged for maximum learning value. Students must bring a USB Flash Drive to class. Basic Windows operating skills are required

**MS Word, Level 2**

This course is designed as an extension to MS Word 2016 Level 1 for students already experienced with Word. Through a series of hands-on exercises, subject content covers Cover Page, Track Changes, Comments, Table of Contents, Table of Figures, Templates, Letter Merge, plus more. Each exercise will be presented, explained, and demoed in class for development by the student according to written instruction and solution file. Home study is encouraged for maximum learning value. Students must bring a USB Flash Drive to class.

**PC Fundamentals**

This class is designed for the true PC beginner and those wishing a refresher on basic Windows 10 operations in order to effectively use email, access the Internet, use mouse and keyboard, and how to find programs, files, and folders. Bring your own Windows 10 laptop or tablet if you so choose.

**Manage Files and Folders**

This class really ought to be named “Windows 10 File Explorer on steroids!” To the goal of having effective folder structures for files and photos, subject content covers many techniques of File Explorer features and options. Suggested pre-req is the PC Fundamentals class or equivalent experience. Bring your own Windows 10 laptop or tablet if you so choose.

**PC Photos**

This class is designed to help you manage the various aspects of photos, specifically transferring photos to a PC and attaching and downloading photos to/from email. Effective photo storage will also be covered. Students should bring their digital camera or smart cellphone, USB charging cable, and USB Flash Drive to class each day. Basic Windows operating skills are required. Suggested pre-req is the PC Fundamentals class or equivalent experience. Bring your own Windows 10 laptop or tablet if you so choose.