



SOARING WITH EXCEL

This is the perfect class for anyone who knows nothing about Excel, or has used Excel for a little while, but needs to learn how to do more. This class will take you from knowing nothing to building a complete spreadsheet with formulas in just the first class. This enjoyable and relaxed environment will teach you Excel basics, the parts of the screen, entering and editing data, formatting your sheet, working with math calculations, functions such as SUM and AVERAGE, cut, copy, and paste, and finally printing your sheet.

Minimum 5 students, maximum 20. Minimum age 7.

210110	Tue	5:30 – 7:30 p.m.	01/16/18-02/06/18
210111	Tue	5:30 – 7:30 p.m.	02/13/18-03/06/18
4 wks	AEC1	102	Schermer \$35

Material Fee: \$45 cash payable to the instructor at first class meeting for handouts.

*These classes will be taught by technology expert, **Richard Schermer, M.A.; M.S.** He is very well liked and is known for clearly demonstrating, communicating and explaining key learning concepts.*



INTRODUCTION TO GOOGLE TOOLS

Learn to use Google Tools and take full advantage of the cloud. Google Docs, Calendar, Gmail, Picasa, and more. Use the cloud to back up and store important files and photos. Share and collaborate with far-flung colleagues. This is an essential skill for the new digital force.

Minimum 6 students, maximum 30. Minimum age 7.



210121	Sat	9:30 a.m. – 12:00 p.m.	03/03/18-03/10/18
2 wks	AEC1	102	Campbell \$75

Material Fee: \$10 cash payable to the instructor at first class meeting for handouts.

***John Campbell** is a credentialed teacher with over 15 years experience in the classroom. As an elementary and junior high teacher, Mr. Campbell has been an innovator in the use of technology in the classroom. Mr. Campbell is currently the Director of the Computer Lab at the El Monte Adult School where he also teaches as an online instructor.*



INTRODUCTION TO MICROSOFT WORD

This class will introduce students to Microsoft Word and is intended for people who want to learn the word processing application in the Microsoft Office Suite that lets you easily create professional looking documents using various themes, visual designs, and formatting tools.

Minimum 4 students, maximum 10.

210129	Wed	5:00 – 6:00 p.m.	02/07/18-03/14/18
6 wks	AEC1	102	Chow \$60

INTRODUCTION TO POWER POINT

This class will introduce students to the PowerPoint program and is intended for people who want to learn how to use PowerPoint to create different types of presentations. Students will learn how to customize and manipulate settings to get more impressive presentations.

Minimum 4 students, maximum 10.

210132	Wed	4:00 – 5:00 p.m.	02/07/18-03/14/18
6 wks	AEC1	102	Chow \$60

***Charles Chow** has taught at Rowland Adult and Community Education three years. Charles Chow invites anyone who wants to learn about to participate in the classes.*



The Information printed in this Schedule of Classes regarding classes, location, and teachers is as up-to-date as possible at time of printing.