



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, maximum 10 students.**

210129	Wed	4:00-5:00 p.m.	06/13/18-07/18/18
5 wks	AEC1	102	Chow \$50

(No class on 07/04)



INTRODUCTION TO POWERPOINT

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, maximum 10 students.**



210132	Wed	5:00-6:00 p.m.	06/13/18-07/18/18
5 wks	AEC1	102	Chow \$45

(No class on 07/04)

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

INSTRUCTORS NEEDED:
If you can teach any of the classes in our catalog or have a specialty area which might fit with the RACE Department, please call the RACE office @ (626) 965-5975

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