

# Adult Computer Literacy Classes with Doris Wells

STARTS TUES. OCT. 4 9:30-11:30 AM

OCT. 4, 11, 18, 25, NOV. 1, 8, 15, 22

LIMIT 12 PER CLASS-SIGN UP NOW

Doris wells came into the computer world in 1983, working as a programmer. During her career she worked for Dupont Chemical Company, Autotote, Sun Oil, Wawa Convenience Stores, and Cochise County, as a programmer/analyst and as a project manager. At Cochise County she worked to start a training program for county employees in the use of the Microsoft Desktop Tools - Word, Excel, PowerPoint, Outlook, Publisher, and Access Database. She has taught for them since 2001.

## Oct. 4 - At the Desktop

includes very basic computer skills and concepts:

- Intro to computer
- Using the USB port
- Saving files to the desktop, a thumb drive
- The Start Menu

## Oct. 11 - Email

Set up an account  
Print documents  
Manage emails - place in folders, delete, etc.  
Working with attachments

## Oct. 18 - Google and the web

- Searching
- Pictures
- Library webpage - use your card online - download
- Keyboard commands

## Oct. 25 - Using Microsoft Word

- Create Documents
- Creating, saving, opening documents

- Formatting
- Selecting text
- Cut/Copy/Paste
- And so much more...

## Nov. 1 - Excel 1

- Basics of working with files and spreadsheets
- Entering and modifying data
- Sorting
- Creating formulae and graphing

## Nov. 8 - Excel 2

- Continuation from Part 1

## Nov. 15 - Publisher with Alison Williams & Jen Luria

- Basic Graphic Design
- Logo & ID

## Nov. 22 - Publisher 2 with Alison E. Williams & Bridget Shannahan

- Basic Graphic Design
- Poster Creation
- Working with graphics



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