

Upcoming Computer Classes—Save the Date!

Computer Basics	<i>Tuesday, July 21st from 4:30-8:30PM</i>
Transition to Office 2007	<i>Thursday, July 30th from 8-10AM</i>
Microsoft Outlook 2007*	<i>Tuesday, August 4th & 18th from 2-4PM</i>
Mail Merge in Word 2007*	<i>Wednesday, August 26th from 8-10AM</i>
Excel 2007*	<i>Thursday, September 10th from 8-10AM</i>
PowerPoint 2007 Basics*	<i>Tuesday, September 22nd from 1-5PM</i>
Organizing Your Computer Files	<i>Tuesday, September 29th from 5:30-7:30PM</i>
Small Business & Nonprofit Financial Management ..	<i>Thursday, October 8th from 8-9:30AM</i>
PowerPoint 2007 Beyond the Basics*	<i>Tuesday, October 20th from 1-5PM</i>
QuickBooks 2007*	<i>Tuesday/Thursday, October 20th, 22nd, 27th & 29th from 6-9PM</i>
Finding What You Want on the Internet	<i>Tuesday, November 10th from 5:30-7:30</i>
Tables & Pictures in Office 2007*	<i>Tuesday, November 17th from 8-10AM</i>

All classes feature Office 2007 and will be held in Room 22A of the Business Development Center at Glen Oaks Community College

If you are interested in a class but the scheduled date does not fit your schedule, please let us know! There may be others in the same situation as you, and we may be able set up another section to accommodate you.

Classes with an * require knowledge of the Office 2007 Interface or having taken the Transition to Office 2007 class.