

GILCHRIST CENTER'S BASIC COMPUTER CLASSES

Introduction to Basic Excel: In this course you will learn the fundamentals of Excel such as worksheets, data entry, keyboard navigation and more.

Intro. to Basic Microsoft Word and Internet I & II: File management and, for level II, more advanced-beginner functions in Microsoft Word. You will learn how to work with more complex documents, internet searches, and email.

Introduction to Basic Google Office: This class teaches a combination of Google Docs including Google Sheets. Learn how to create, edit, format word documents, spreadsheets, how to use Google drive, do tasks such as creating shopping lists, income and expense statements using simple formulas.

Introduction to Google Docs & Internet: Do not have MS Office? Learn how to use Google Docs, a free service that lets users create documents and store them online. These files can be shared with others and accessed anywhere you have Internet access.

MS Word, Correo Electrónico, Archivos y Carpetas: Este curso ayudará a desarrollar habilidades en usar MS Word para preparar una carta o currículum; Administrar archivos; Usar correo electrónico.

Online Classes		Schedule	Important Information
Introduction to Basic Excel	A	Tuesdays, 5:00pm - 7:00pm, 02/08 - 03/29	*All class require basic computer knowledge and skills. *Must have a computer and internet. Registration is on a First Come, First Serve Basis! Online classes are taught using Zoom platform. (Training on Zoom may be available.) *For 18 years and older ONLY
	B	Saturdays, 8:30am - 10:30am, 02/12 - 04/09	
Introduction to Basic MS Word and Internet	C	Wednesdays, 6:00pm - 8:00pm, 02/16 - 03/23	
MS Word & Internet II (Intermediate level)	D	Thursdays, 6:00pm - 8:00pm, 02/10 - 03/31	
Introduction to Basic Google Office	E	Tuesdays, 6:00pm - 8:00pm 02/08 - 03/29	
Introduction to Google Docs & Internet	F	Thursdays, 5:00pm - 7:00pm 02/10 - 03/31	
	G	Mondays, 5:00pm - 7:00pm 02/07 - 03/28	
MS Word, Correo Electrónico, Archivos y Carpetas	H	Viernes, 5:30pm - 7:00pm 02/11 - 04/01	
	I	Sábados, 11:00am - 12:30pm 02/12 - 04/02	

REGISTRATION

For classes taught in [English Click Here](#) or SCAN THE QR CODE (Space is Limited! Applying does not guarantee a spot)



Para inscribirse en las clases que se imparten en [Español, Haga Clic Aquí](#) or SCAN THE QR CODE (iel spac es limitado! La solicitud no garantiza un lugar)



Call 240-777-4940 Monday through Friday, 9am—5pm

For Help finding:

- Food Assistance
- Health Care and Covid-19 testing and vaccination
- Information on housing and eviction concerns
- Organizations that can answer questions about immigration
- Free or low-cost legal assistance, job training, and more

To Learn About:

- Free and low-cost online English, Computer, and Citizenship Preparation classes

