

Online 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 Google Office & Internet: Do not have MS Office? Learn how to use Google Docs, Sheets & Drive. This free service (for GMAIL account holders), lets users create, edit, format word documents, and spreadsheets. You will also learn how to use Google drive, share files with others (accessed anywhere if you have Internet access), do tasks such as creating shopping lists, income and expense statements using simple formulas.

MS Word, Correo Electrónico, Archivos y Carpetas: Este curso ayudará a desarrollar habilidades para usar MS Word. Aprenderá a preparar una carta o un currículo, así como a administrar archivos y a usar el correo electrónico.

Online Classes		Schedule	Important Information
Introduction to Basic Excel	A	Tuesdays, 4:00 pm - 6:00 pm September 13 – November 1	All classes 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 REGISTRATION Application in English Click <u>HERE</u> (Space is Limited! Applying does not guarantee a spot)  Inscripción en Español Haga Clic <u>Aquí</u> (¡el espacio es limitado! La Inscripción no garantiza un lugar) 
	B	Saturdays, 8:30 am - 10:30 am September 17 – November 5	
Introduction to Basic MS Word and Internet	C	Wednesdays, 6:00 pm - 8:00 pm September 14 – November 2	
MS Word & Internet II (Intermediate level)	D	Thursdays, 6:00 pm - 8:00 pm September 15 – November 3	
Introduction to Google Office & Internet	E	Tuesdays, 6:00 pm - 8:00 pm September 13 – November 1	
	F	Thursdays, 5:00 pm - 7:00 pm September 15 – November 3	
	G	Mondays, 5:00 pm – 7:00 pm September 12 – October 31	
MS Word, Correo Electrónico, Archivos y Carpetas	H	Viernes, 5:30 pm - 7:00 pm Septiembre 16 – Noviembre 4	
	I	Sábados, 11:00 am – 12:30 pm Septiembre 17 – Noviembre 5	

Call the Gilchrist Immigrant Resource Center at 240-777-4940.

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

We provide classes for:

- English
- Computers
- English Conversation
- Citizenship Preparation

We can help you in your language.

