CHARLES W. GILCHRIST IMMIGRANT RESOURCE CENTER
Welcome. Connect. Together We Thrive.

Free Basic Computer Classes

Apply HERE / Haga Clic Aquí

(Space is Limited! Applying does not guarantee a spot)

(¡el espacio es limitado! La Inscripción no garantiza un lugar)

Classes	Schedule
Introduction to Basic Microsoft Excel Learn the fundamentals of Excel (worksheets, data entry, keyboard navigation and more)	Tuesdays, 6:00pm - 8:00pm May 7 - June 25 **IN PERSON at Wheaton Office***
Introduction to Basic Microsoft Word and Internet I* File management and beginner functions in Microsoft Word. Learn how to work with documents, internet searches, and email. IN PARTNERSHIP WITH UNIVERSITY OF MARYLAND EXTENSION | Marylanders Online	Tuesdays, 10:00 am - 12:00 pm May 7 - June 25 **IN PERSON at East County***
	Thursdays, 3:00 pm - 5:00 pm May 9 - June 27 **IN PERSON in Gaithersburg***
Intermediate Microsoft Word and Internet II* File management and intermediate functions in Microsoft Word (tables, lists, etc.) to create polished, professional documents. IN PARTNERSHIP WITH UNIVERSITY OF MARYLAND EXTENSION | Marylanders Online	Tuesdays, 1:00 pm - 3:00 pm May 7 - June 25 **IN PERSON in East County***
Introducción a Microsoft Excel básico Aprenda los fundamentos de Excel (hojas de cálculo, captura de datos, navegar el teclado y más)	Martes, 6:00 pm - 8:00 pm Mayo 7 - Junio 25 **EN PERSONA - Gaithersburg***
Introduction to Google Docs & Internet Learn how to use Google Docs, Sheets & Drive. Create, edit, format word documents, and spreadsheets. Learn how to use Google drive, share files with others, create shopping lists, income and expense statements using simple formulas.	Thursdays, 6:00pm - 8:00pm May 9 - June 27 **(Online)**

REQUIREMENTS:
- Montgomery County Residents only.
- Must be 18 years and older.
- Must have a computer and internet.
- Must know how to operate a computer at basic level.
- Online classes are taught using the Zoom platform.
- Registration is on a first come, first served basis!

IN PARTNERSHIP WITH
UNIVERSITY OF MARYLAND EXTENSION | **Marylanders Online**

*A partnership with University of Maryland - Extension.

** **Wheaton Office:**
11002 Veirs Mill Rd, Suite 506 (Westfield South Building)
Wheaton, MD 20902

** **East County Office:**
East County Regional Services Building
3300 Briggs Chaney Road, Silver Spring, MD 20904

Gaithersburg Library Office:
18330 Montgomery Village Ave
Gaithersburg, MD 20879