





Free Basic Computer Classes

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(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 Sept 10 - Oct 29 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. <div> <small>IN PARTNERSHIP WITH</small> <small>UNIVERSITY OF</small> MARYLAND <small>EXTENSION</small> </div> <div>  </div>	Tuesdays, 10:00 am - 12:00 pm Sept 10 - Oct 29 IN PERSON at East County**
	Thursdays, 11:00 am - 1:00 pm Sept 12 - Oct 31 IN PERSON at Gaithersburg**
Intermediate Microsoft Word and Internet II* File management and intermediate functions in Microsoft Word (tables, lists, etc.) to create polished, professional documents. <div> <small>IN PARTNERSHIP WITH</small> <small>UNIVERSITY OF</small> MARYLAND <small>EXTENSION</small> </div> <div>  </div>	Tuesdays, 1:00 pm - 3:00 pm Sept 10 - Oct 29 IN PERSON at East County**
Introduction to Google Docs & Internet Learn how to use Google Docs, Sheets & Drive. Create, edit, format word documents, use Google drive, share files with others, create shopping lists, income and expense statements using simple formulas.	Tuesdays, 6:00pm - 8:00pm Sept 10 - Oct 29 (Online)
Introduction to Basic Microsoft Word and Internet File management and beginner functions in Microsoft Word. Learn how to work with documents, internet searches, and email.	Thursdays, 6:00pm - 8:00pm Sept 12 - Oct 31 (Online)
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 10 de sept. - 29 de oct. EN PERSONA - Gaithersburg**

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



*A partnership with University of Maryland - Extension.

University programs, activities, and facilities are available to all without regard to race, color, sex, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class.

** 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

