

Free Basic Computer Classes



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



Haga Clic **Aquí**
(¡el espacio es limitado! La
Inscripción no garantiza un lugar)

Classes		Schedule
<p>Introduction to Google Docs & Internet (Online)</p> <p>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.</p>	A	<p>Mondays, 5:00pm - 7:00pm January 29th - March 18th</p>
<p>Introduction to Basic Microsoft Excel</p> <p>Learn the fundamentals of Excel (worksheets, data entry, keyboard navigation and more)</p>	B	<p>Tuesdays, 6:00 pm - 8:00 pm January 30th - March 19th (Online)</p>
	C	<p>Wednesdays, 6:00pm - 8:00pm January 31st - March 20th IN PERSON at Wheaton Office*</p>
<p>Introduction to Online Basics & Computer (offered by SENIOR PLANET) In person only for seniors 50 yrs and older*</p> <p>Learn to navigate the internet, use email, use tablets & smart phone applications such as facetime, WhatsApp, shop online and how to use a computer.</p>	D	<p>Tuesdays, 3:00 pm - 4 pm January 30th - April 16th IN PERSON at East County**</p>
<p>Introduction to Basic Microsoft Word and Internet</p> <p>File management and beginner functions in Microsoft Word. Learn how to work with documents, internet searches, and email.</p>	E	<p>Thursdays, 6:00 pm - 8:00 pm February 1st - March 21st</p>
	F	<p>Thursdays, 11:00 am - 1:00 pm February 1st - March 21st IN PERSON at East County**</p>
<p>Introducción a MS Word, Correo Electrónico, Archivos y Carpetas (en línea)</p> <p>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.</p>	G	<p>Viernes, 6:00 pm - 8:00 pm Febrero 02 - Marzo 22</p>

- **ATTENTION MS EXCEL & MS WORD STUDENTS:** You MUST have Microsoft Word and Excel downloaded on your computers.
- Must know how to operate a computer at basic level.
- Must have a computer and internet.

- Montgomery County Residents only.
- Online classes are taught using the Zoom platform.
- Must be 18 years and older.
- Registration is on a first come, first served basis!

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

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

