



Goodwill Career Center

Free Career Planning Services Open to the Public

SIGN UP

Contact the Goodwill Career Center at (616) 451-8800 x 1254 or 1247.

Winter 2012 Computer Class Schedule

Introduction to Computers

This is a very basic introduction to computers, for participants who have little to no experience.

Wednesday, January 4th 2012, 1-3 pm
Thursday, February 9th 2012, 10-12 pm
Tuesday, March 6th 2012, 1-3 pm

Introduction to the Internet

This class covers the basics as related to the internet, including navigation, searching, and e-mail.

Thursday, January 5th 2012, 1-3 pm
Friday, February 10th 2012, 10-12 pm
Thursday, March 8th 2012, 1-3 pm

Introduction to Microsoft Word

This class covers all the basic functions within Microsoft Word (documents), including document formatting, navigating menus, and keyboard shortcuts.

Tuesday & Wednesday, January 10th & 11th 2012, 1-3 pm
Wednesday & Thursday, February 15th & 16th 2012, 10-12 pm
Wednesday & Thursday, March 14th & 15th, 1-3 pm

Introduction to Microsoft Excel

This class is a 2 day introduction to Microsoft Excel (spreadsheets). Information covered includes data entry methods, formula formatting, and making graphs.

Tuesday & Wednesday, January 17th & 18th 2012, 1-3 pm
Wednesday & Thursday, February 22nd & 23rd 2012, 10-12 pm
Wednesday & Thursday, March 21st & 22nd, 1-3 pm

Introduction to Microsoft PowerPoint

This class is a 1 day introduction to Microsoft PowerPoint (presentations), including how and when to use PowerPoint to make electronic presentations.

Thursday, January 26th 2012, 1-3 pm
Wednesday, February 29th 2012, 10-12 pm
Wednesday, March 28th 2012, 1-3 pm

LOCATION

Goodwill Hartley Center – Computer Lab
455 Grand Avenue NE, Grand Rapids, MI 49503

Typing practice available at: typingweb.com