

## LEARN A SKILL

The Pulaski County Extension Office is pleased to be able to offer our community classes to enhance skills that may help them in obtaining jobs and sharpen their skills in their current occupations.

**Unless indicated** the times offered will be at 1-3 PM or 6-8 PM. **We will add additional times or classes if interest is shown and we have more 3 or more people who will attend. See costs on other side.**

### ALL ARE EASTERN TIME

#### Getting Started:

Call if interested

#### Basic Excel:

February 15 & 17 OR 24 & 28, 2022  
March 7 and 8, 2022  
April 4 and 7, 2022

#### Intermediate Excel

February 24 and 28, 2022  
March 22 and 24, 2022  
April 26 and 28, 2022

#### Advanced Excel -

February 8 and 9, 2022 2-4 PM or  
6-8 PM

#### Intro to eBay-FREE CLASS!

February 22, 2022

#### Intro to Facebook: FREE CLASS!

Call if interested

#### Publisher:

Call if interested

#### Power Point:

Call if interested

### CLASS TIMES CONTINUED—

#### Basic Word:

February 15 and 17, 2022  
March 29 and 30, 2022

#### Intermediate Word:

Call if interested

#### QuickBooks: (Cost is \$35)-

April 12, 13 and 19, 2022 6-8 PM

#### Youth Spanish (Snack provided) - Cost is \$30

April 7, 14 and 21, 3:45 - 5:15 PM

Adult Conversational Spanish - Date TBA Cost is \$30 call if interested

*Special thanks to Pulaski Alliance for Community Education (PACE) for their yearly grants which help us to make these educational classes possible.*

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution.

Website at <http://www.ces.purdue.edu/pulaski>



**Purdue Learning Center-  
Pulaski County**

**2022**  
*Spring & Winter*  
**Schedule**

Phone: 574-946-3412

Email questions to:  
[rosenba@purdue.edu](mailto:rosenba@purdue.edu)

Purdue Extension-Pulaski County  
125 South Riverside Rm. 120 County Bldg.  
Winamac, IN 46996

## COURSE DESCRIPTIONS



**FOR 2022 Each Class Costs \$20.00 unless indicated otherwise**

### **Getting Started Computer Class** –

This is a 2 to 3-session class; each session is 2 hours. In session 1, you'll learn about computer hardware and software, using the mouse, creating and editing a document, and saving documents on the computer. In session 2, you'll connect to the Internet and learn how to get around, browse & search on the Web, how to work with "favorites" and view/delete your internet history. Session 3 will concentrate on email – sending & receiving messages, using features like reply and forward, and including attachments.

**Basic Word** – Microsoft Word 2010 is a word processing program which you can use to create letters, reports, envelopes, etc. In this two-session class, you'll learn the basic features of Word such as creating and editing a document, spell check, printing, saving, opening, and closing a document, plus other features like bulleted lists, cut, copy and paste, inserting clip art and more.

**Intermediate Word** – This two-session workshop expands on the Basic Word class. You'll learn how to change the appearance of your documents with different margins, line spacing, alignment, etc., add comments and watermarks, create mail-merge documents and labels, set tab stops, create tables and more.

**Basic Excel** – Excel 2010 is a spreadsheet program used to work with information in columns and rows and perform automatic mathematical computations. In this two-session workshop, you'll learn to build a worksheet, enter formulas to perform the math, create a chart from your data, and various ways to expand and edit your spreadsheet.

**Intermediate Excel** – This two-session workshop will help you learn ways to format your worksheet, freeze panes; filter data; create subtotals; hide rows, columns, and sheets; customize the way the worksheet is printed; and mail merge.

**Advanced Excel** - Objectives include: Naming Cell Ranges, Applying Subtotals, Grouping & Outlining, Creating Pivot Table Reports, Using Advanced Filters, Using IF, SUMIF, COUNTIF, VLOOKUP & HLOOKUP Functions, Nesting Functions, Recording & Using Macros, and manipulating text.

**PowerPoint** – This two-session class will introduce you to PowerPoint 2010, which is a program that helps you create a presentation that can be projected onto a screen for an audience. You'll create multiple "slides" as you build a presentation, then "dress it up" by changing the design, adding clip art, tables, charts, and pictures. You'll also learn various ways to change the way your presentation is delivered.

**Publisher** - Publisher 2010 is a computer application that assists you in preparing newsletters, calendars, flyers, business cards, brochures, and more. The program can help you fit the text or objects into a specified area and as you create professional-looking documents. This is a two-session workshop.

**QuickBooks-\$35(was \$45)**-This class will outline the basics of using the QuickBooks program –it is 3 sessions and can be geared towards farm or business use.

### **Adult Beginner Spanish -\$30**

This is a short course on learning some basic conversational Spanish—a real must in many work environments (Medical, Business, Retail) for employees and a real help in traveling to Spanish speaking countries.

### **Youth Spanish - \$30**

Elementary level Spanish will be covered over 3 sessions from 3:45-5:15 pm. Great basic words/numbers, taught in a fun informal setting. Snacks provided.

## **CLASSES OFFERED AT NO COST:**

**Facebook**-This is a class we offer to help you with social networking. Learn the basics on how to set up an account and navigate your way around to learn Facebook,

**E-Bay**-Learn how you can buy and sell on E-Bay. If you do not have an account you can come early to get set up with an account. One session class.

### **Other Specialty Classes:**

**Resume Writing Class-** -Sharpen your skills in knowing how to make your resume look it's very best. In this present economy knowing how to make a proper resume is key. You will learn what should go into a resume, how to put it on computer and how to upload it possible job position sites. Offered upon request.

**Learning to use a Cricut** –We have a cricut machine available. If you would like to use it please contact us.



**Due to the help of our PACE grant our classes will again keep the lower cost fees—see indicated class costs under descriptions!**

**Financial scholarships are also available upon need. Call us to inquire.**