**Skill Levels**

- **B** (Beginner): No computer skills required.
- **I** (Intermediate): Basic mouse and keyboard skills required.
- **A** (Advanced): Mouse, keyboard, word-processing skills required.
Introduction to Microsoft Excel 2010 Part 1
Introduction to Microsoft Word 2010 Part 2
Introduction to Microsoft Word 2010 Part 1
Registration required, call 410-396-0996 to register.
Introduction to Microsoft Office and Computer Basics – B
Registration required, call 410-496-0946 to register.
Introduction to the Internet
Introduction to Microsoft Word
Introduction to Windows/Computers
Skill Builders’ Workshop

Thursday, December 12, 10:00 a.m. – 12:00 p.m.
Thursday, December 5, 10:00 a.m. – 12:00 p.m.
Thursday, November 21, 10:00 a.m. – 12:00 p.m.

Email Basics
Tuesday, November 19, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet
Wednesday, November 13, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2016 Part 2
Tuesday, November 12, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft Word 2016 Part 1
Wednesday, November 6, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2016 Part 2
Wednesday, November 13, 5:30 – 7:30 p.m.
Introduction to Microsoft Word 2016 Part 2
Monday, December 2, 5:30 – 7:30 p.m.
Skill Builders’ Workshop
Tuesday, November 19, 10:00 a.m. – 12:00 p.m.
Introduction to Computers and Windows
Tuesday, November 26, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft Word 2016 Part 1
Tuesday, December 10, 10:00 a.m. – 12:00 p.m.
Introduction to the Internet
Tuesday, December 17, 10:00 a.m. – 12:00 p.m.
Introduction to Internet Security – B
Monday, December 23, 5:30 – 7:30 p.m.

ABCs of the PC Workshop
Tuesday, November 5, 10:30 a.m. – 12:30 p.m.
Introduction to Computers and Windows
Tuesday, November 12, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2016 Part 1
Wednesday, November 13, 10:30 a.m. – 12:30 p.m.
Introduction to the Internet
Tuesday, November 19, 10:30 a.m. – 12:30 p.m.
Email Basics
Wednesday, November 20, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Office and Computer Basics – B
ABCs of the PC Workshop
Tuesday, November 12, 10:00 a.m. – 12:00 p.m.
Skill Builders’ Workshop
Tuesday, November 19, 10:00 a.m. – 12:00 p.m.
Introduction to Computers and Windows
Tuesday, November 26, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft Word 2016 Part 1
Tuesday, December 3, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft Word 2016 Part 2
Tuesday, December 10, 10:00 a.m. – 12:00 p.m.
Introduction to the Internet
Tuesday, December 17, 10:00 a.m. – 12:00 p.m.
Introduction to Internet Security – B
Monday, December 23, 5:30 – 7:30 p.m.

Skill Levels
B (Beginner): No computer skills required.
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