SOUTHEAST ANCHOR LIBRARY
3601 Eastern Avenue

Introduction to Microsoft Word 2016 – I
Part 1: Thursday, March 5, 5:30 – 7:30 p.m.
Part 2: Thursday, March 12, 5:30 – 7:30 p.m.

Email Basics – B
Friday, March 6, 10:00 a.m. – 12:00 p.m.

Workplace Readiness Series – I/A
Introduction to Microsoft Word 2016, Part 1
Tuesday, March 24, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft Word 2016, Part 2
Tuesday, March 31, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft Excel 2016, Part 1
Tuesday, April 7, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft Excel 2016, Part 2
Tuesday, April 14, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft PowerPoint 2016, Part 1
Tuesday, April 21, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft PowerPoint 2016, Part 2
Tuesday, April 28, 10:00 a.m. – 12:00 p.m.

Introduction to Microsoft Office and Computer Basics – B
ABCs of the PC Workshop
Tuesday, March 24, 5:30 – 7:30 p.m.
Skill Builders’ Workshop
Tuesday, March 31, 5:30 – 7:30 p.m.
Introduction to Computers and Windows
Tuesday, April 7, 5:30 – 7:30 p.m.
Introduction to Microsoft Word 2016 Part 1
Tuesday, April 14, 5:30 – 7:30 p.m.
Introduction to Microsoft Word 2016 Part 2
Tuesday, April 21, 5:30 – 7:30 p.m.
Introduction to the Internet
Tuesday, April 28, 5:30 – 7:30 p.m.
Introduction to Google Drive – UA
Google Docs and Calendar
Thursday, April 2, 10:00 a.m. – 12:00 p.m.
Google Sheets
Thursday, April 9, 10:00 a.m. – 12:00 p.m.
Google Slides
Thursday, April 16, 10:00 a.m. – 12:00 p.m.
Introduction to Microsoft Excel 2016 – I
Part 1: Thursday, April 8, 5:30 – 7:30 p.m.
Part 2: Thursday, April 15, 5:30 – 7:30 p.m.
Advanced Microsoft Excel – A
Part 1: Thursday, April 22, 5:30 – 7:30 p.m.
Part 2: Thursday, April 29, 5:30 – 7:30 p.m.

WAVERLY BRANCH
400 E. 33rd Street

Workplace Readiness Series – I/A
Introduction to Microsoft Word 2016, Part 1
Wednesday, March 4, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Word 2016, Part 2
Wednesday, March 11, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2016, Part 1
Wednesday, March 18, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft Excel 2016, Part 2
Wednesday, March 25, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2016, Part 1
Wednesday, April 1, 10:30 a.m. – 12:30 p.m.
Introduction to Microsoft PowerPoint 2016, Part 2
Wednesday, April 8, 10:30 a.m. – 12:30 p.m.
Introduction to Google Drive – UA
Google Docs and Calendar
Wednesday, April 15, 10:30 a.m. – 12:30 p.m.
Google Sheets
Wednesday, April 22, 10:30 a.m. – 12:30 p.m.
Google Slides
Wednesday, April 29, 10:30 a.m. – 12:30 p.m.

Introduction to Microsoft Office and Computer Basics – B
ABCs of the PC Workshop
Wednesday, April 1, 12:00 – 2:00 p.m.
Skill Builders’ Workshop
Wednesday, April 8, 12:00 – 2:00 p.m.
Introduction to Computers and Windows
Wednesday, April 15, 12:00 – 2:00 p.m.
Introduction to Microsoft Word 2016 Part 1
Wednesday, April 22, 12:00 – 2:00 p.m.
Introduction to Microsoft Word 2016 Part 2
Wednesday, April 29, 12:00 – 2:00 p.m.
Introduction to the Internet
Wednesday, May 6, 12:00 – 2:00 p.m.
Career Building Clinic: Writing a Résumé and Job Search – I
Part 1: Wednesday, April 1, 3:00 – 5:00 p.m.
Part 2: Wednesday, April 8, 3:00 – 5:00 p.m.
Introduction to Microsoft Office and Computer Basics – B
ABCs of the PC Workshop
Thursday, April 2, 12:00 – 2:00 p.m.
Skill Builders’ Workshop
Thursday, April 9, 12:00 – 2:00 p.m.
Introduction to Computers and Windows
Thursday, April 16, 12:00 – 2:00 p.m.
Introduction to Microsoft Word 2016 Part 1
Thursday, April 23, 12:00 – 2:00 p.m.
Introduction to Microsoft Word 2016 Part 2
Thursday, April 30, 12:00 – 2:0 Skill Builders’ Workshop
Thursday, April 2, 12:00 – 2:00 p.m.
Introduction to Computers and Windows
Thursday, April 16, 12:00 – 2:00 p.m.
Introduction to Microsoft Word 2016 Part 1
Thursday, April 23, 12:00 – 2:00 p.m.
Introduction to Microsoft Word 2016 Part 2
Thursday, April 30, 12:00 – 2:00 p.m.
Intermediate Microsoft Word 2016 – I
Part 1: Wednesday, April 15, 3:00 – 5:00 p.m.
Part 2: Wednesday, April 22, 3:00 – 5:00 p.m.
Email Basics – B
Wednesday, April 29, 3:00 – 5:00 p.m.

Skill Levels
B (Beginner): No computer skills required.
I (Intermediate): Basic mouse and keyboard skills required.
A (Advanced): Mouse, keyboard, word-processing skills required.