



Schuylkill Community Education Council
— Educating Schuylkill County Starts Here! —

COMPUTER COURSES

ABOUT THE INSTRUCTOR:

Lynn Ann Wiscount began her education career 34 years ago at the Schuylkill Intermediate Unit 29 working with and helping to develop a Pennsylvania state wide program called Access Pennsylvania. While she was there she also provided training and support for the POWER Library e-resources, and had the opportunity to introduce emerging technologies to colleagues on a daily basis. She provided training, both face-to-face and virtual, on various topics ranging from Digital Citizenship to Google Apps. Lynn Ann enjoys sharing her knowledge with others and has presented at various state and local conferences including Pete & C, PASCD, iLEAD, PaLA, and PSLA. In addition, Lynn Ann has also provided training to various employers. All classes offered will use Microsoft Office 2016

INTRODUCTION TO MICROSOFT WORD

DATE: MAY 28, 2019 TIME: 5-8 PM COST: \$15

Participants will be given an overview of the different features of the Microsoft Word program. They will learn how to create professional looking documents by using various built in features. Features we will cover include typing, formatting, editing, margins, page formatting, inserting objects, spell checking and saving.

WORD - BEYOND THE BASICS

DATE: MAY 30, 2019 TIME: 5-8 PM COST: \$15

Do you know the basics of Microsoft Word and want to improve your skills or learn about some additional features? In this course, participants will learn advanced features including mail merge, track changes, tables, reference links, and forms. They will also learn how to manage long documents and control the flow of those documents.

INTRODUCTION TO MICROSOFT EXCEL

DATE: JUNE 4, 2019 TIME: 5-8 PM COST: \$15

This course is designed to provide participants a good introduction of the basics of Excel. Features covered in the course include learning the basic workbook skills, creating simple formulas, copying, moving and formatting data, column and row formatting, and printing.

EXCEL - BEYOND THE BASICS

DATE: JUNE 6, 2019 TIME: 5-8 PM COST: \$15

In this course, participants will be exploring the more advanced features of the Excel program. Features we will be looking at includes data management tools, charting tools, Pivot Tables and more advanced functions. Participants will also learn the difference between absolute and relative cell references.

INTRODUCTION TO GOOGLE DRIVE

DATE: JUNE 11, 2019 TIME: 5-8 PM COST: \$15

Looking for a way to access your files from anywhere? If so, then Google Drive may be the answer. This course will introduce participants to everything that is available as part of Google Drive's cloud platform. From creating documents to collaboration with other users, this program has something for everyone.

GOOGLE'S BEST KEPT SECRETS (BUSINESS EDITION)

DATE: JUNE 13, 2019 TIME: 5-8 PM COST: \$15

Discover some tips, techniques, and programs from Google that you may not know about. Participants in this workshop will discover Keep, Earth, Action Item Assignments, Forms, and Trends as well as other hidden tools.

BUILDING WEBSITES WITH GOOGLE SITES

DATE: JUNE 18, 2019 TIME: 5-8 PM COST: \$15

Looking for a way to build a high-quality website? Why not try Google Sites. In this course participants will go step by step through the web design process and be shown how to integrate images, videos, Google maps and other elements. Whether you are looking to create a professional portfolio, event or business website or even just a site to share information, this is a course for you since the possibilities are endless.

ONENOTE

DATE: JUNE 25, 2019 TIME: 5-8 PM COST: \$15

Do you need to develop your digital note-taking skills? If you answered yes, then this course is for you. Participants will learn to use the free program by Microsoft called OneNote. During this three-hour session, participants learn how to:

- Navigate in the OneNote environment
- Add and format text, images, and other objects
- Embed and attach files from other outside sources
- Use templates
- Search & Share Notebooks

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Instructor:
Lynn Ann Wiscount

www.SchuylkillEducation.org



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1 West Centre Street, 2nd Floor
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Tel: 570-773-1270

SELECT COURSES BELOW

- INTRODUCTION TO MICROSOFT WORD
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- WORD - BEYOND THE BASICS
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- ONENOTE
DATE: JUNE 25, 2019 TIME: 5-8 PM COST: \$15

COMPUTER COURSES

Name: _____

Address: _____

Primary Phone: _____

Email: _____

Mail registration form and check make payable to: SCEC

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