

**Penn Yan Central School District
Adult Education Classes
Spring 2012**

Organizing Digital Photos

Dates: 3/19/12 & 3/20/12 (2 sessions)
Time: 4:00-6:00 PM
Day: Monday/Tuesday
Instructor: Jack Kellogg
Location: PYE Computer Lab
Fee: \$20.00

-No shoe box? No problem: none needed. Organize your prize photos from that digital camera to your computer so that you can view, display, print, or share them. Learn how to archive the priceless photo-ops safely.

(minimum 6 participants)

Prerequisite: Basic computer knowledge

PLEASE BRING FLASH DRIVE TO CLASS

Intro to Microsoft Word

Dates: 3/22/12, 3/29/12, & 4/5/12 (3 sessions)
Time: 7:00-9:00 PM
Day: Thursday
Instructor: Jack Kellogg
Location: PYE Computer Lab
Fee: \$30.00

-Microsoft Word is one of the most widely used word processors. Learn basic functions as navigation, page setup, cut, copy, paste, move, formatting, printing what & where, running the spell checker, envelopes, labels, and more. (minimum 8 participants)

PLEASE BRING FLASH DRIVE TO CLASS

(minimum 8 participants)

Intro to Microsoft Excel

Dates: 3/19/12 & 3/20/12, & 3/26/12 (3 sessions)
Time: 7:00-9:00 PM
Day: Monday
Instructor: Jack Kellogg
Location: PYE Computer Lab
Fee: \$30.00

-One of the most dynamic and popular software applications. Create/edit spreadsheets, functions, quick formulas, introduction to basic charts. Learn how to link sheets of a workbook, quick formatting keys, printing, templates, trouble shooting and more. (minimum 8 participants)

PLEASE BRING FLASH DRIVE TO CLASS

(minimum 8 participants)

Wanted...

**Instructors for
Adult Education Courses**

**Do you have a special talent or skill you would like to share
with other community members? Why not offer an adult
education course? Please contact Kim Dinehart @
536-8538 for more information.**