

February 2012 Computer Classes ArcelorMittal/ Burns Harbor



**CLASSES FOR
February, 2012
SPOUSES CAN COME
FOR FREE**

CLASS TIMES:

8:00-10:30 am

4:00-6:30 pm

TO REGISTER:

Call CEI at 926-5740 to
Register for a class

TO SEE CLASSES ON-LINE:

Visit WWW.CEI-EDU.COM

CREATE A BUDGET IN EXCEL (USS/MWS)

Wednesday, Feb 1st

TROUBLESHOOTING YOUR PC (CEI)

Wednesdays, Feb 1st—March 21st

APPLE COMPUTERS (MITTAL)

Saturday, Feb 4th—Feb 18th (9:00-11:30)

BUYING A NEW TABLET (CEI)

Monday, February 6th

CONNECTING YOUR HOME PC'S (USS/MWS)

Tuesdays, Feb 7th—Feb 21st

CREATE YOUR OWN WILL (CEI)

Tuesdays, Feb 7th

QUICKEN 101 (USS/MWS)

Wednesdays, Feb 8th—Feb 22nd

CREATE YOUR OWN KIDS BOOK (CEI)

Mondays, Feb 13th—Feb 27th

WORD 2010 (MITTAL)

Thursdays, Feb 16th—March 15th

MAKE YOUR OWN PHOTO SHIRT (CEI)

Monday, Feb 20th

NO MORE CABLE BOXES (USS/MWS)

Mondays, Feb 27, March 5 & 12

WHAT IS SKYPE? (USS/MWS)

Tuesdays, Feb 28th & March 6

CREATE A BUDGET IN EXCEL NEW NEW NEW!!

So, you know that Excel is a number crunching program, but did you know that you can create your own budget? This class will teach you the basics of Excel and then you will learn how to create a custom budget to meet your needs!

TROUBLESHOOTING

Come see how to troubleshoot your PC and fix it! Is it a hardware problem or software or combination of both? This class is almost entirely hands-on; students are given supervised time with actual broken equipment, are taught to work inside a computer and how to work with Windows and the Internet to fix almost any problem.

BUYING A NEW TABLET NEW NEW NEW!!

IPAD is just one of the tablet PC's out there, but is it really the best. What about Dell, or Motorola, or even HP? This class will give you the in's and outs of them all, and then you can make an educated purchase.

CONNECT YOUR HOME PCS

Learn how to network home computers to share resources including printers, internet service, and files. Students will also learn how to properly configure home network devices such as wireless routers and how to secure their network with firewalls and encryption software.

CREATE YOUR OWN WILL

Do you have a will? Have you been putting it off because you don't want to hire an attorney, and you really don't want to think about it. Well, now is the time because it is so easy. Come to this class and learn the different packages available to use and begin creating yours today! Don't let the court decide the outcome of your estate! Don't delay the distribution of your assets to your loved ones! Take just a few minutes to write your Last Will and Testament today (CEI is not offering any legal advice in this class, we are showing you how to use pre-designed software to create a will).

QUICKEN 101

Having trouble finding out where all your money went? Could you have really spent \$5,000 on groceries? Come to this class and learn how to use the computer to keep track of all your bills, checks, deposits, etc. You will get a trial copy of Quicken with this class.

APPLE COMPUTERS – WHAT IS THE EXCITEMENT ABOUT

The Mac's are back in the market and they are gaining market share. What is a MAC, or a MAC PRO, or a MACBOOK AIR. Are the really better, faster and safer? Come to the lab and see what they are all about.

CREATE YOUR OWN KIDS' BOOK (or any kind that you want) NEW!

You will be the best grandma/grandpa or parent around when you create your own custom kids book, along with custom pictures to go along with it. This book will be professionally bound. Imagine creating a book called "Johns ABC book" and page 1 is of Johnny eating an APPLE, page 2 is him playing with a BAT, page 3 is his little CAT. This is a great opportunity! Maybe you have a child getting married and you want to create a book for them. The possibilities are endless!

WORD 2010

This Level I class introduces the student to the WORD desktop and its parts, how to create and navigate through a document, save it, print it and enhance it. Enhance it by learning bold, italic, font face changes, font size changes, text color changes, underline and more. You will learn how to use the Autocorrect, spell checker, insert bullets, and insert special characters, line and page formatting features. A must class for the beginner. No more feeling like you are not in control! At the end of this class, you will take 1 exam and become MCAS Word certified!

MAKE YOUR OWN PHOTO T-SHIRT NEW NEW NEW!!

Bring in your photos and we will show you how to create your own custom T-shirt (or sweat shirt). Learn the process of applying thru a press. Make a collage, or maybe that special baby's first step shirt. Whatever photo is your favorite, we will help you create a keep-sake shirt!

NO MORE CABLE BOXES

Today's music and video content is increasingly focused on digital downloads and streaming data rather than traditional store-bought CDs, DVDs and Blu-Ray discs. Many home users would like to be able to access their music, movies and pictures from any room in their home, or on their big-screen television rather than whichever computer happens to have those files. Users will learn about internet-based media services and the variety of ways they can be accessed from computers, phones, game systems and dedicated set-top players.

WHAT IS SKYPE? (NEW NEW NEW!!)

So you hear people talk about Skype, but do you know how to use it, or what it is? Come to this class and you will be "skyping" in no time! You will also learn about OOMA, a voice over IP. Unlike Vonage or Skype, there is no pay-as-you-go. You buy the hardware and you are done.