

# January 2019 Computer Classes USS/Midwest/Gary



**CLASSES FOR  
January, 2019  
SPOUSES CAN COME  
FOR FREE WITH  
EMPLOYEE**

CLASS TIMES:  
Noon—2:30pm or  
4:00-6:30 pm

TO REGISTER:  
Call Tracy at 762-1010 or  
Call Debbie at 884-7930  
To register for a class

TO SEE CLASSES ON-LINE:  
Visit [WWW.CEI-EDU.COM](http://WWW.CEI-EDU.COM)

**OPEN COMPUTER LAB (USS/MWS)**  
EVERY WEDNESDAY 8:00am-4:00pm

**SUBLIMATION— CUSTOM PHOTO GIFTS (USS/MWS)**  
Mondays, Jan 14—January 28 (skip 1/21)

**WINDOWS 10 (USS/MWS)**  
Tuesdays, Jan 15—January 29

**EXCEL BASICS AND MOS CERTIFICATION (MITTAL/BH)**  
Wednesdays, Jan 16—Feb 27

**PODCASTS (MITTAL/BH)**  
Thursdays, Jan 17—January 31

**WIRELESS PRINTERS (MITTAL/BH)**  
Mondays, Jan 28

### **OPEN HARDWARE LAB**

Every Wednesday between the hours of 8am and 4pm we will have a technician at the Computer lab waiting for you to bring in your very slow, broken, needing upgrading PCs! Here is a brief list of things we can help with: Fixing Slow or Broken Machines, Upgrading software /Transfer data, making sure your PC is Protected, and Upgrading Computers. Just stop by or call and make an appointment. This is an incredible opportunity, don't miss it! Keep in mind if you need any hardware or non-free software you will need to purchase it. Sam will assist in getting you the necessary software and hardware. (If you need to attend later than 4pm, please contact Sam to set up an appointment)

### **SUBLIMATION- CUSTOM PHOTO GIFTS (USS/MWS)**

Come let your creative side come out. Sublimation printing is the process of placing pictures and sayings on Tin Boxes, Wooden Boxes, Key Chains, Coasters, Mugs, License plates, Puzzles, etc. Come to either of these classes, pick your picture, pick your saying, pick your items of choice and make wonderful customized beautiful items! These make great presents and keepsakes!

### **WINDOWS 10 (USS/MWS)**

They did it again, A new version of Windows and boy is it different from 7. This class will teach you what you need to do if you want to upgrade, what are the differences between Window 7,8 and 10, and then finally how to use the new Windows and get the most out of it. Learn about Tiles, Apps, The new Control Panel, The new Desktop, START button, File Explorer, History, Making and creating folders and tile groups, Login screen, Customizing 10 to fit your needs, creating a Microsoft Account, the user Portal and much much more.

### **EXCEL BASICS AND MOS CERTIFICATION (MITTAL/BH)**

This class covers the parts of the spreadsheet and how to navigate through the cells. You will learn how to write simple functions (SUM, MAX, MIN, AVG), print, save, close and open files, and format the spreadsheet to make it look professional. You will also learn how to copy/cut/paste formulas and text using the menu and autofill. At the end of this class, you can take the MOS Specialist Exam.

### **PODCASTS (MITTAL/BH)**

Everyone is talking about Podcasts, but do you know what they are? Could you find one you were interested in, or could you create one? Come to this class and learn all about them. You will see why they are so popular.

### **WIRELESS PRINTERS (MITTAL/BH)**

Do you have a wireless printer or do you plan on purchasing one? Are you having problems working with it or setting it up? In this class you will set up your own wireless printer and then how to troubleshoot it if it is not working. Sam gets tons of questions on wireless printers, now come get yours answered! The student cost for this class is \$30. This must be paid the first day of class.