

# February/March 2020 Computer Classes USS/Midwest/Gary



**CLASSES FOR  
February-March,  
2020  
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)**

WEDNESDAYS, February 5, 19, March 4, 18 8:00am-4:00pm

**SUBLIMATION (USS/MWS)**

Tuesdays, February 4—February 11

**PASSWORD MANAGEMENT (MITTAL)**

Monday, February 24

**INTERNET PARASITES (USS/MWS)**

Wednesday, February 26

**CHROME BOOKS / TABLETS (MITTAL)**

Mondays, March 2—March 9

**EXCEL FUNCTIONS (MITTAL)**

Thursdays, March 12—March 12

**CUT THE CABLE (USS/MWS)**

Thursdays, March 19—April 2

### **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**

Come let your creative side come out. Sublimation printing is the process of placing pictures and sayings on Christmas Ornaments, Tin Boxes, Wooden Boxes, Key Chains, Coasters, 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!

### **PASSWORD MANAGEMENT**

So you think "thisismypassword" is a good one? Think again! We will teach you the formulation of a good password and the reason passwords should not be re-used. Learn how to store passwords and then how to use password-management tools such as Keeppass, Lastpass and Roboform why someone might pick one over the other

### **INTERNET PARASITES**

Having problems with your Internet? Are those pop-up's driving you crazy? Not sure what is the best search engine to use? Security issues a big concern for you? Come to this 1 week class and you will once again be in love with the INTERNET!

### **CHROME BOOKS / TABLETS**

There are many different types of Chrome Books and tablets out on the market. Come learn about the different types. Sam always gets the statement "it doesn't run Windows". But new Chromebooks will also run Android software so they're not as limited as they were. Students will be able to purchase a Chrome Book or tablet for \$75-\$150 if they want, or experience one of ours. The money is due the first week of class.

### **EXCEL FUNCTIONS**

Have you been working with Excel but feel that you need to go a few steps farther? Come to this class and learn how to work with and manage functions. Some of the functions you will learn are =PMT, =OR, =IF, =AND, =NOT, =VLOOKUP, =HLOOKUP, =TEXT, =COUNTIF, =COUNTIFS, =AVERAGEIF, =AVERAGIFS, =SUMIF, =SUMIFS, =MATCH, =INDEX, =LEFT, =RIGHT, =LEN.... Plus, a whole lot more!

### **CUT THE CABLE**

Do you wish you could ditch your expensive cable or satellite TV services? This class will discuss the state of Internet Streaming video, including smart TVs, set top boxes and free or premium video services to obtain the kinds of content you currently enjoy with your cable TV subscription. Some options maybe Netflix, Google, Amazon, YouTube, etc....