

February-March 2020 Computer Classes ArcelorMittal



**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 Sarah or Laura
at 787-3101
To register for a class

TO SEE CLASSES ON-LINE:
Visit WWW.CEI-EDU.COM

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

SUBLIMATION (USS/MWS)
Tuesdays, February 4—February 11

WIRELESS PRINTERS (MITTAL)
Monday, February 10

HOME SECURITY—RING AND NEST (MITTAL)
Wednesdays, February 19—February 24

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 5—March 12

FIRESTICKS (MITTAL)
Mondays, March 16—March 30

CUT THE CABLE (USS/MWS)
Thursdays, March 19—April 2

BASIC WORD—365 (MITTAL)
Thursdays, March 19—April 2

OPEN HARDWARE LAB

Every Tuesday 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!

WIRELESS PRINTERS

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 will get a wireless printer with this class. The student cost for this class is \$30. This must be paid the first day of class.

HOME SECURITY—NEST AND RING

So you are thinking about purchasing a home security / camera system, but you are not sure which one to go with, or what accessories you may need. Come to this 2-week class and you will be up and running in no time.

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!

FIRESTICKS

With a huge selection of movies and TV episodes, voice search that actually works, and exclusive features like ASAP and Prime Music, *Fire TV Stick* is an easy way to enjoy Netflix, Amazon Video, Hulu, HBO NOW, low-cost movie rentals, live and on-demand sports, music, photos, games, and 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....

BASIC WORD—365

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