



# Computer Workshops\*

## Winter 2020

 **Intermediate**  
Wednesday, 10:30 – 1:00

 **High-Beginner**  
Thursday, 5:30 – 8:00

### 1) STAYING SAFE ONLINE

*Focus: Web browser, social media settings, passwords, security*

Intermediate: 1/8, 1/15, 1/22  
or  
High-Beginner: 1/9, 1/16, 1/23



### 2) COMMUNICATION ONLINE

*Focus: Gmail, Google Hangouts, Google Calendar*

Intermediate: 1/29, 2/5, 2/12  
or  
High-Beginner: 1/30, 2/6, 2/13



### 3) PERSONAL FINANCE AND ORGANIZING INFORMATION

*Focus: Google Sheets, finding information*

Intermediate: 2/26, 3/4, 3/11  
or  
High-Beginner: 2/27, 3/5, 3/12



### 4) SEARCH AND PRESENTATION SKILLS

*Focus: Google Slides, finding information*

Intermediate: 3/18, 3/25, 4/1, 4/8  
or  
High-Beginner: 3/19, 3/26, 4/2, 4/9



\*BEST classes are for anyone with Local 26 education benefits.



To get more information and sign up, please contact:

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