

March 2010

Oxnard Public Library
 251 South 'A' Street
 Oxnard, CA 93030
 805-385-7532

Computer Class Schedule

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|---|-----|-----|
| | 1 | 2 | 3 | 4 Intro to Microsoft Word 9:00-10:00 am | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 Intermediate Microsoft Word 9:00-10:00 am | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 Creating a Résumé In Microsoft Word 9:00-10:00 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 Intro to Microsoft Power Point 9:00-10:00 am | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

Class Descriptions:

All classes are free and held in the second floor Computer Lab. Registration is not required. However, if fewer than 3 people arrive for class, it may be cancelled.

- **Introduction to Microsoft Word**

Learn how to create word documents. Special emphasis on shaping text through the use of different fonts, font sizes, bold face, italics, paragraphs and indents.

- **Intermediate Microsoft Word**

A practice session focusing on the skills learned in the introductory class; with special attention given to highlighting, and document saving methods.

- **Creating a Resumé in Microsoft Word**

Applying for a job? A resumé summarizing your education, work-related experience is one of the most effective methods of marketing yourself to prospective employers. In this class students will learn how to create a resumé using Microsoft Word. **Note:** Please bring a flash drive if you are interested in saving a copy of your work.

- **Introduction to Microsoft Power Point**

Learn how to use this graphics software program to create well organized, eye-catching presentations for classes, group and business meetings.