

Computer Classes

To register call Tima @ 604-523-5410 ext: 5421 or e-mail: tburgess@ufcw247.com
UFCW 247 Training and Education Centre
544 Columbia Street, New Westminster, BC, V3L 1B1

Introduction to Computers:

Keyboarding, Windows & Word Basics, Basic Document Processing, Internet & E-Mail, Create & Save Files.

Manual Fee: \$10.00

Wednesdays, May 05-June 09, 2010 *OR*

Mondays, June 21-July 26, 2010

6:00 - 8:30 pm

(Prerequisite: Web Design Level I)

Web Design Level II:

with Robin

A continuation from Level I, continue learning and getting closer to developing your own professional looking web-site.

Mondays, July 05-Aug 16/10, 6:00-9:00pm

Web Design Level I: With Robin

Introduction to HTML Tags and Coding form the knowledge for future web design courses.

Manual Fee: \$10.00

Mondays, May 31-June 21, 2010

6:00 - 9:00 pm

Photoshop: With Robin

Step one, get your photos from your digital camera on to the computer. You will learn how to organize your images into files, how to resize images, and manipulate your photos and optimize your images for print. Learn to create slide shows with your photos using Photoshop.

Thursdays May 20-June 24/10 6:00-9:00pm

Manual Fee: \$10.00

Excel level I: with Karen

Create professional worksheets to organize & manage data. Apply what you learn to organize your household budgets, payment schedules or for use at work.

Prerequisite: Intro to Computers.

Manual Fee: \$10.00

Tuesdays, Apr 13-May 04/10, 6:00-8:30pm

MS Word level I:

with Karen

Learn the tools and the tricks to create professional looking documents using the Word program. This is the most widely used Microsoft office program.

Manual Fee: \$ 10.00

Thursdays, Apr 15-May 06/10, 6:00-8:30pm

Excel level II: with Karen

Learn more about this popular spreadsheet program. Learn to work with formulas and functions. Further your skills.

Manual Fee: \$10.00

Tuesdays, May 18-June 22/10, 6:00-8:30pm

MS Word level II: with Karen

Increase the complexity and appeal/appearance of your MS Word documents. **Manual Fee: \$10.00**

Thursdays, May 20-June 24, 2010

6:00-8:30pm

***NEW Level III* MS Excel level III: with Karen**

Further increase your knowledge of Microsoft Excel with the new Level III.

Tuesdays, July 13-August 17/10, 6:00-8:30pm **Manual Fee: \$10.00**

***NEW Level III* MS Word level III: with Karen**

Further increase your knowledge of Microsoft Word with the new Level III.

Thursdays, July 15-August 19/10, 6:00-8:30pm **Manual Fee: \$10.00**

***NEW* MS Access: with Karen**

Wednesdays, June 30-July 28/10, 6:00-8:30pm **Manual Fee: \$10.00**