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**Date:** September 1, 2009  
**To:** Westchester Not-for-Profit Organizations  
**From:** Westchester Not-for-Profit Technology Council  
**Re:** PC Training classes at Pace University

The Pace University Computer Learning Center will again offer subsidized training workshops in popular PC applications for Westchester County Not-For-Profit (NFP) agencies as part of grants from J.P. Morgan Chase and the County of Westchester.

Fees to the NFP organizations for these workshops are **\$60 per person for full-day classes** and **\$35 per person for half-day classes**. These fees will be matched by the supporting organizations.

Workshops will be held at the Pace University Graduate Center, 1 Martine Avenue, White Plains, NY 10606. Workshop hours are from 9:00 am to 4:00 pm, or as specified below.

#### **Thursday, Oct 22 — Using Outlook**

Learn how to use Outlook to send and receive email, create distribution lists, schedule meetings, using calendars and contact lists, and create task lists.

**Prerequisite - Experience using any Windows program.**

#### **Tuesday, Oct 27 — Introduction to Excel**

This class teaches new Excel users to understand the structure and use of the Excel spreadsheet. Participants will enter data and labels, create Excel formulas, and format the spreadsheet so that it communicates information clearly.

**Prerequisite – Ability to open and save files, cut and paste, and select text.**

#### **Thursday, Nov 5 — Advanced PowerPoint**

Learn how to create organization charts, work with color Schemes, templates and master slides; add multimedia; create charts using Microsoft Graph, and save your presentations for the World Wide Web.

**Prerequisite – Ability to create presentations with PowerPoint.**

#### **Thursday, Nov 12, 9 am - noon — Creating Basic Formulas in Excel**

For users who have had a beginning course in Excel, this class will help participants to create Excel formulas, beginning with simple examples and moving to formulas that are more complex.

**Prerequisite – Some experience with Excel; ability to move around a spreadsheet and replace numbers and labels.**

#### **Thursday, Nov 12, 1:00 pm – 4 pm — Word Mail Merge & Fill-in Forms**

This course will help users become comfortable with merging documents with mailing lists, and creating fill-in forms. These features enable users to collect, organize and manipulate information to facilitate communication.

**Prerequisite – Participants MUST be comfortable using Word.**

#### **Tuesday, Nov 17 — Introduction to Microsoft Publisher**

This class will enable participants to create brochures, newsletters, postcards and other attractive publications.

**Prerequisite – Ability to open and save files, comfortable with mouse, some experience with images.**

**To register for one or more workshops, or to receive more information, please call the Pace University Computer Learning Center at (914) 422-4054.**