



SCEC Computer Courses

PowerPoint

April 16th, 5-8 pm

Diahann Snisky

SCEC-Schuylkill Haven

Registration Fee: \$20 (payable to SCEC)

April 18th, 5-8 pm

Evelyn Wassel

SCEC-Mahanoy City

This class will provide an introduction to the presentation program, Microsoft PowerPoint. Learn how to create a simple presentation, create and edit slides, insert clip art, apply designs, work with views and save, print and run the slideshow.

Social Media

May 7th, 5-8 pm

Diahann Snisky

SCEC-Schuylkill Haven

Registration Fee: \$20 (payable to SCEC)

April 9th, 5-8 pm

Evelyn Wassel

SCEC-Mahanoy City

Facebook? Twitter? LinkedIn? What is all the hype about? Learn how to use these social media tools to promote your small business. The workshop is for social media newbies and those who are looking for a bit more. Come ready to create accounts if you don't already have one. By the end of the session you will be part of the social media craze!

Photo Editing

April 23rd, 5-8 pm

Diahann Snisky

SCEC-Schuylkill Haven

Registration Fee: \$20 (payable to SCEC)

March 20th, 5-8 pm

Evelyn Wassel

SCEC-Mahanoy City

Picasa is free software that helps you instantly find, edit and share all the photos on your PC. Every time you open Picasa, it automatically locates all your photos and sorts them into visual albums organized by date with folder names you will recognize. You can drag and drop to arrange your albums and make new groups.

Picasa also makes advanced editing simple with one-click fixes. And Picasa makes it a snap to share your photos - you can email, print photos home, make gift CDs, and even post photos on your own blog. *Participants will need to bring along digital photos on a camera (cable is needed to connect it to the computer), CD or flash drive.*

Excel

March 19 th , 5-8 pm	April 16 th , 5-8 pm
Lynn Ann Wiscount	Lynn Ann Wiscount
SCEC-Schuylkill Haven	SCEC-Mahanoy City
Registration Fee: \$20 (payable to SCEC)	

Are you new to the EXCEL program or need a refresher? If so, this course will provide participants with an introductory look at entering information, using functions and formulas and creating charts. Scattered throughout the night participants will also learn additional tips and tricks associated with this robust program.

Access 1

March 26 th , 5-8 pm	April 23 rd , 5-8 pm
Lynn Ann Wiscount	Lynn Ann Wiscount
SCEC-Schuylkill Haven	SCEC-Mahanoy City
Registration Fee: \$20 (payable to SCEC)	

This course is for participants that need to know how to build an Access database. Participants will begin with defining relational databases and the key components such as tables, queries and primary keys that are associated with the Access database structure. Other topics includes, creating tables, understanding data types and field properties, adding and deleting records, navigating, filtering, formatting data, and creating forms.

Access 2

April 18 th , 5-8 pm	April 30 th , 5-8 pm
Lynn Ann Wiscount	Lynn Ann Wiscount
SCEC-Schuylkill Haven	SCEC-Mahanoy City
Registration Fee: \$20 (payable to SCEC)	

Now that you have the information stored within Access, this course will allow individuals a better understanding of the queries and other components that allow you to retrieve just what you are looking for. Topics include creating and using select and action queries, creating reports, and importing information.

To register for the computer courses call 570-593-0045 or complete the registration form online at www.schuylkilleducation.org under "current courses/programs" and mail the completed form to SCEC, PO Box 155, Schuylkill Haven, PA 17972.



Computer Courses-Registration Form Spring 2013

To register, check the appropriate box next to the course(s) and return to the address below or register by phone at the phone number listed below.

SCEC-Schuylkill Haven

- ☐ Powerpoint - 4/16
- ☐ Social Media - 5/7
- ☐ Photo Editing - 4/23
- ☐ Excel - 3/19
- ☐ Access 1 - 3/26
- ☐ Access 2 - 4/18

SCEC-Mahanoy City

- ☐ Powerpoint - 4/18
- ☐ Social Media - 4/9
- ☐ Photo Editing - 3/20
- ☐ Excel - 4/16
- ☐ Access 1 - 4/23
- ☐ Access 2 - 4/30

Name _____

Address _____

Home Phone (____) _____ Total Enclosed: _____

Email _____

Mail registration form and check make payable to:

SCEC
P.O. Box 155
Schuylkill Haven, PA 17972
For more information call: 570-593-0045