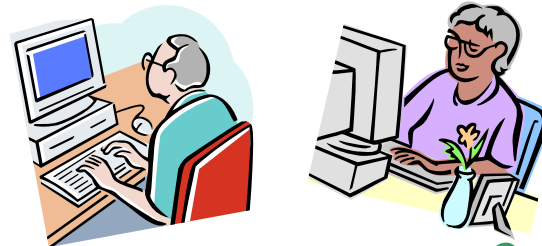


Computer Classes

PowerPoint 2003

Are you a Scout leader or perhaps a PTA committee member in charge of putting together a program for meetings? Do you have a family reunion in the works? Do you have a fairly strong knowledge of computers? Discover how to make professional presentations in minutes, using MS PowerPoint. Create, save, and retrieve presentations. Incorporate clip art, templates, and color to build a presentation slide show. *Computer knowledge is required.*

CLASS # 1006-F05 **Date: Tues/Thurs, Oct. 25 & Oct. 27**
Time: 6:30 - 8:30p **Tuition: \$45**
Location: Poteet HS/Rm. 229 **Instructor: Gerry Lamb**



Learn to Surf the Web

Do you know how to 'google?' Do you know the difference between the Internet and the World Wide Web? Join us in this fun class and learn the basics of the Internet. You will learn the different features of browser, a glossary of terms, and how to navigate the millions of web pages. We will even have a 'Find That Web Site' competition. *This class is ideal for computer novices with minimal computer skills.*

CLASS # 1008-F05 **Date: Mon./Wed., Nov. 28 & Nov. 30**
Time: 7:00 - 9:00p **Tuition: \$45**
Location: Poteet HS/Rm. 229 **Instructor: Paula Lambright**

FYI - The Internet is an electronic communications network that connects computer networks and organizational computer facilities around the world.

The World Wide Web is a part of the Internet designed to allow easier navigation of the network through the use of graphical user interfaces and hypertext links between different addresses.

Advanced PC

In this 8-hour course, the focus is on some advanced techniques in MS Word and MS Excel. In Word, topics cover watermarks, macros, tables, customized toolbars and mail merge. In Excel, the topics include sort, autofilter, and charts. *The class participant should have moderate computer skills and be at least an average typist.*

CLASS # 1027-F05 **Date: Mon./Wed., Nov. 7 - Nov. 16**
Time: 7:00 - 9:00p **Tuition: \$58**
Location: Poteet HS/Rm. 229 **Instructor: David Warren**

Microsoft Word 2003

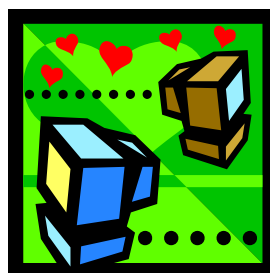
Have you ever wondered how to print a holiday newsletter and mailing labels at almost the same time? Do you need to update your resume? Microsoft Word is a word processing program that allows users to efficiently create professional-looking documents, including letters, reports, memorandums, resumes, etc. MS Word also allows for easy editing and revision of documents. Join us for this class devoted exclusively to MS Word. You will learn about most of the features of this program to assist you in creating professional documents. *Some computer knowledge is required.*

CLASS # 1005-F05 **Date: Tues./Thurs., Nov. 8-Nov. 15**
Time: 6:30 - 8:30p **Tuition: \$52**
Location: Poteet HS/Rm. 229 **Instructor: Gerry Lamb**

It's Fast and Easy - Email!

Would you like to keep in touch with family and friends? Are you a new computer user? Do you have a computer but aren't sure how to use it? What is the difference between snail mail and email, anyway? Would you like an easy and informative lesson on how to send email? This class is perfect for the novice! The class participant will learn what email is and how to add attachments, such as photographs, greeting cards or important documents. It is never too late to learn how to email. *Minimal computer skills are needed.*

CLASS # 1033-F05 **Date: Mon./Wed., Dec. 5 & Dec. 7**
Time: 7:00 - 9:00p **Tuition: \$45**
Location: Poteet HS/Rm. 229 **Instructor: Paula Lambright**



Computer Classes



Registration Form

CONF#: _____
DATE: _____
FAX PHONE MAIL
TOTAL PAID: _____

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____
(ADDRESS, STREET, CITY, ZIP)

AGE GROUP (CIRCLE ONE): 0 — 5 6 — 18 19 — 54 55+ YEARS

EVENING PHONE #: _____ DAYTIME PHONE #: _____

EMERGENCY/CELL #: _____ EMERGENCY CONTACT: _____

EMAIL ADDRESS: _____

IF NO EMAIL ADDRESS, PLEASE SELECT A USER NAME: _____

PLEASE SELECT A PASSWORD: _____ (4 — 6 CHARACTERS)

IF STUDENT IS DIFFERENT FROM ABOVE:

FIRST NAME: _____ LAST NAME: _____

BIRTHDATE: _____ SCHOOL: _____

HOW DID YOU HEAR ABOUT US? (CIRCLE ONE)

- MAILOUT
 SCHOOL
 INTERNET
 ARTICLE
 RADIO
 FRIEND
 FAMILY
 OTHER

NOTES: _____

COURSE #	COURSE TITLE	FEE

CIRCLE ONE: **VISA** **MASTERCARD** **CHECK** **CASH** **MONEY ORDER**

CREDIT CARD #: - - - EXP: /

NAME ON CARD: _____

Make checks payable to MISD. **Driver's License # and birthdate required on all checks.** Mail registration form to: MISD Community Education, 405 East Davis Street, Mesquite, Texas 75149 or fax to 972-882-7462. No confirmation is sent. Unless notified, you are enrolled.

By signing below, you release Mesquite ISD from all responsibility in case of an accident. You grant consent for the making and use sounds and images of me or my child in MISD audio and/or visual productions. You acknowledge that you have read and understand the payment/refund/cancellation policies (found in our catalog and on our website - www.communityedclasses.org) and that you approve the above charges made to your credit card account as listed above (if paying by credit card).

SIGNATURE: _____