



Do you need to brush up on your computer skills? Sign up for one or six computer tutoring subjects! Each participant will be assigned to a computer. Each session will consist of 30-40 minutes of instruction and 20-30 minutes of practice time allowing for one-on-one assistance with the instructor. Students will receive a booklet for each session subject. For further information, please call the Library at (626) 384-5276 or email jblair@covinaca.gov. Ages 18 & up.

LOCATION: Library, Upstairs Conference Room

INSTRUCTORS: Jennifer Blair and Krizia Virbia (Spanish)

DAY & TIME: By appointment

FEE: \$5 per session

TOPICS:

Basics of Windows (7)

Using the Internet

Setting up an Email Account (Gmail)

Basics of Microsoft Word

Introduction to Microsoft Excel

Introduction to Microsoft PowerPoint

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