

## TECHNOLOGY - HANDS ON

### **The Basics of Microsoft Excel**

This class is for folks who have not had any experience with Microsoft Excel. Students will learn to create spreadsheets and charts, create formulas, use borders and shading and how to insert a chart. A two-session, hands-on class.

- *Tuesdays, July 20 & 27*  
6:00-8:00PM • SAN **E**
- *Thursdays, July 22 & 29*  
2:00-4:00 PM • HP **I**
- *Wednesdays, September 1 & 8*  
5:30-7:30 PM • HP **I**

Fee: \$20

### **Intermediate Microsoft Excel**

This class takes you further with Excel. You will learn to create lists, work with multiple worksheets, import data, create data tables, use macros, and work with auto filters and pivot tables; requires Basic Excel. A two-session, hands-on class.

- *Tuesdays, August 3 & 10*  
6:00-8:00PM • SAN **E**
- *Thursdays, August 19 & 26*  
2:00-4:00 PM • HP **I**
- *Wednesdays, September 22 & 29*  
5:30-7:30 PM • HP **I**

Fee: \$20

## SUGGESTIONS?

**Do you have a suggestion  
for a future class?  
We'd love to hear it!**

**CALL US AT  
303-629-4921.**

### **Flight Simulation: Take to the Sky!**

The popular free software, Google Earth, has two flight simulators that are not well publicized. During the class, students will learn the basics of flight in the very realistic 3-D cyber space of Google Earth terrain (including all of Colorado's mountains!) without having to worry about turbulence, head winds, fog, or other air traffic. Flying experience or medical clearance is not required.

*Wednesday, August 11*

5:30-7:00 PM • HP **I**

Fee: \$10 Donation to Engineers  
Without Borders

### **My Computer is SLOW!**

Get the hands-on experience you need to find out why you're waiting so long for your programs to load on your PC. We'll show you the tricks and tips to get the old kick back in your computer! A two-session, hands-on class.

*Wednesdays, September 1 & 8*

1:00-3:00 PM • HP **I**

Fee: \$20

### **New Computer!...Now What?**

New computer? Don't know how to turn it on? Join us for the very very basics of learning how to use your new best friend; at least your new friend who will prove to be a very valuable part of your life if you get off on the right foot! A two-session, hands-on class.

*Wednesdays, September 1 & 8*

3:15-5:15 PM • HP **I**

Fee: \$20

### **Emmi - Your Guide to Better Health**

Health Passport & St. Anthony Central Hospital have a great new tool for you to utilize—Emmi! Emmi is a free, animated online program that walks you through important information about a health topic, condition, or procedure, in a simple, easy-to-understand format. This hands-on session will show you step-by-step how to access and watch an Emmi video on topics such as diabetes, heart health, asthma, low back pain, hypertension, and more!

*Wednesday, September 15*

5:30-6:30 PM • HP **I**

### **The Basics of Microsoft Word**

Designed for beginners, this class covers the basic features of Microsoft Word. We will guide you through creating, saving, opening, printing and closing documents. This is a two hour, two-session, hands-on class.

*Thursdays, September 16 & 23*

2:00-4:00 PM • HP **I**

Fee: \$20

### **Open Computer Lab**

Do you have a computer question? Do you have a few? During this open lab, you will get hands on help from an experienced computer expert. We will limit the class to only a few participants so that you can get the attention you need for your specific computer issue! Computers provided, but feel free to bring your laptop, if you have one.

*Wednesdays, September 22 & 29*

1:00-3:00 PM • HP **I**

Fee: \$20

**A** Lakewood Cultural Center — **B** Our Saviour's Church — **C** St. Anthony Central Hospital

**D** Colorado Mills Mall — **E** St. Anthony North Hospital — **F** Spirit of Christ Church — **I** Health Passport Office