

COMPUTER CLASSES NOW OPEN!

Are you looking to expand your capabilities at your current job, to apply for a new job, or to improve your personal use of computers? The Adult Education Division offers Microsoft Office Beginner and Intermediate Computer Classes that fit your needs and schedule!



Classes include:

- Common keyboard commands
- File management
- Internet with browser basics and search engines
- Resume formatting and online job searching
- Windows Operating system
- Microsoft office Suite – Word, Excel, PowerPoint, Publisher, and Access
- Preparation for Microsoft Certification

Classes are held morning, afternoon, evenings and Saturdays. Classes are free for students who attend an orientation session. Otherwise, the session fee is \$90.

A complete schedule is available at <https://www.upskill.org/computers>.

To register, call (716) 888-7088 ext. 111.



**Adult Learning Center
389 Virginia Street
Buffalo, New York 14201
(716) 888-7088 ext. 111**