



ywca bristol computer class calendar

Social Media Workshop (Thursday, September 23)

Social media channels like Facebook, Twitter and YouTube help shape opinions about your organization and services. This 3-hour workshop will outline how these free tools can be used for promoting non-profit and demonstrate how you can harness the marketing power for your organization and volunteers.

Registration required at: www.vastartup.org or call Sandy Ratliff at 276-676-3768

EXCEL 2007

Seminar - NEW - \$75

Fast paced overview of several features of Excel 2007. Combination of basic, intermediate, and advanced topics. Handout included.

Basic - \$125

Enter and edit data, labels, and formulas. Work with functions, format cells, print worksheets, create charts.

Intermediate - \$125

Use 3-D formulas, use multiple worksheets, apply special formatting, sort and filter lists, work with templates, chart trendlines.

ACCESS 2007

Seminar - NEW - \$75

Fast paced overview of several features of Access 2007. Combination of basic, intermediate, and advanced topics. Handout included.

Basic - \$125

Plan and create a database, work with tables, create queries and forms, filter records, and generate reports.

Intermediate - \$125

Setting table relationships. creating and using LOOKUP fields, creating and using PivotTables.

POWERPOINT 2007

Basic - \$125

Create presentations using Slide Layouts. Work with AutoShapes, text boxes and images..

Advanced - \$130

Create/modify templates, build custom slide master, insert multimedia elements, add/ modify action buttons.

WORD 2007

Basic - \$125

Enter and edit text; use various formatting options. Create tables, headers and footers, proof and print documents, and insert graphics.




Intermediate - \$125

Work with styles, sections, and columns. Format tables, print labels and envelopes; work with graphics. Use document templates, manage document revisions.

OFFICE 2007 OVERVIEW Cost: \$75

This ½ day workshop explores the features and functions of Office 2007. and focuses on the Toolbar, Ribbon bar, Tabs and Groups for the Office 2007 products. Specific examples are used for each product.

S e p t e m b e r 2 0 1 0

 Mon	 Tue	 Wed	 Thu	 Fri
		1 TECH COUNCIL	2	3
6 CLOSED for Labor Day	7	8 Job Readiness 10:00 - 12:00	9	10
13	14 Excel Seminar 9:00 - noon	15	16	17 Office 2007 9:00 - noon
20 CRC TEST 8:30 - noon	21	22 Access Seminar 9:00 - noon	23 SOCIAL MEDIA WORKSHOP 9:00 - noon	24
27	28	29	30	

The Alliance for Business & Training offers CRC testing - September 20.

A CRC (Career Readiness Certificate) is a national recognized credential based upon the WorkKeys (ACT, Inc) assessments that substantiate to employers that an individual has the basic workplace skills required for 21st century jobs.

The testing is **FREE**. For more information or to register, email crc@ab-t.org

ywca bristol
423.968.9444

106 State Street

Bristol, TN 37620

www.ywcabristol.org

eliminating racism
empowering women **ywca**