

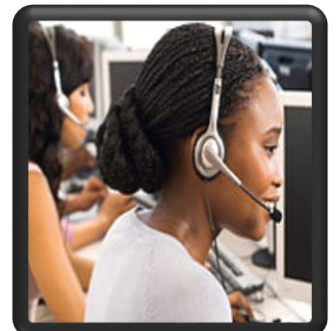
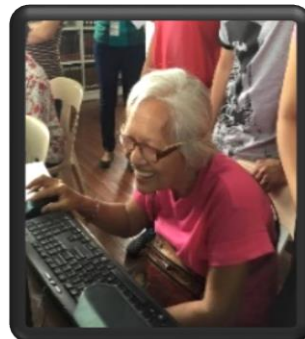
Adult Computer Classes



Confused and Overwhelmed? Need very basic instruction?
**Clear and simple instruction at Basic & Intermediate Levels
for adults of all ages**

Certificates Awarded for Skills Learned in

Computer Basics (operating system), Using the Mouse, Using Internet & E-mail,
Typing & Keyboarding, Intro to Microsoft Word, Power Point, Excel



Computer & Digital Literacy Skills are the ABCs of the 21st Century
Do you know your ABCs?

Solano Computer & Digital Skills Center

1350 Travis Boulevard, #L33 (lower level, near JCPenney) * Fairfield, CA 94533
Call Robin (707) 430-0120 * www.digital-literacy.rocks * E-mail: admin@digital-literacy.rocks

Adult Computer Classes



Learn Computer Basics

- Understanding the computer
- Using the mouse
- Introduction to Internet and E-mail
- Microsoft Word
- Power Point

Ask about morning, afternoon and evening classes!

*specific goals and group progress will vary



Introduction to Excel

- Learn to use Excel for personal and business budgeting
- Track and display financial data
- Understand formulas and functions
- Make charts and graphs easily

**Excel skills are in high demand!
Stop putting it off. Do it now.**



Northstar nationally recognized certificate awarded for skills learned

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