



FREE

BASIC COMPUTER SKILLS WORKSHOPS at Metro's Learning Commons (TLC)

- **Computer Basics** – Use a mouse and flash drive and learn how to navigate the Windows operating system
- **Blackboard Basics** – Learn how to submit an assignment, create a thread and post to a discussion board
- **Browser Basics** – Introduction to Firefox, Chrome and Explorer, including tips on searching
- **Mac Basics** – Learn how to use the operating system, including saving and printing documents
- **Microsoft Excel Basics** – Introduction to the electronic spreadsheet program
- **Microsoft PowerPoint Basics** – Learn how to layout, create, edit and save presentations
- **Microsoft Word Basics** – Learn to create, save and print documents
- **my Tri-C space Basics** – Discover how to use my Tri-C space to find vital student services information
- **SNAP Basics** – SNAP Basics- Learn how to create an account, Log-in, and navigate through the software
- **Student Email Basics** – Learn how to set up and use your Tri-C email account

For more information, call 216-987-3679
or visit the TLC (second floor, MTLC building)



JUNE 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Computer Basics 1 - 1:30 p.m. TLC 158	2	3	4	5	6 Word Basics 11:30 - 12:00 p.m. TLC 158	7 8 week session begins
8 My Tri C Space 9 - 9:30 a.m. Student Email 10 - 10:30 a.m. Snap 11 - 11:30 a.m. TLC 158	9	10	11 My Tri C Space 12 - 12:30 p.m. Student Email 1 - 1:30 p.m. Blackboard 2 - 2:30 p.m. TLC 158	12	13	14
15	16 PowerPoint Basics 2 - 2:30 p.m. TLC 158	17	18	19	20	21
22 Computer Basics 10 - 10:30 a.m. TLC 158	23	24	25 MAC Basics 10 - 10:30 a.m. TLC 158	26	27 Power Point Basics 12 - 12:30 p.m. TLC 158	28 2nd 5 week session begins
29 My Tri C Space 12 - 12:30 p.m. Student Email 1 - 1:30 p.m. Blackboard 2 - 2:30 p.m. TLC 158	30					

JULY 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		1 Computer Basics 2 - 2:30 p.m. TLC 158	2 My Tri C Space 9 - 9:30 a.m. Student Email 10 - 10:30 a.m. Snap 11 - 11:30 a.m. TLC 158	3	4	5
6	7	8	9	10	11 Browser Basics 12 - 12:30 p.m. TLC 158	12
13	14	15 Word Basics 3 - 3:30 p.m. TLC 158	16	17	18	19
20 Excel Basics 10 - 10:30 a.m. TLC 158	21	22	23	24	25 Word Basics 11 - 11:30 a.m. TLC 158	26
27	28	29	30 MAC Basics 3 - 3:30 p.m. TLC 158	31		