

# WE'VE GOT CLASS! REGISTER NOW!

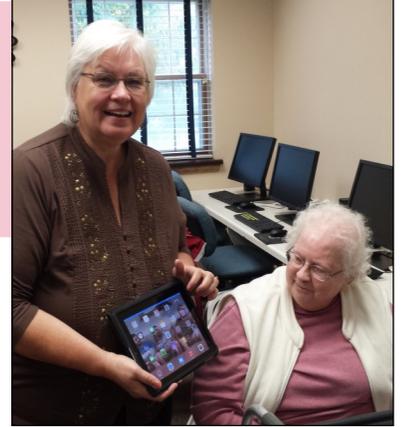


**MORAINÉ**  
**PARK**  
TECHNICAL COLLEGE

The Fond du Lac Senior Center is proud to partner with MPTC to bring you these classes. The classes, set up through Moraine Park Technical College and held at the Senior Center, are taught at a relaxed pace and are open to ALL ages.

**HOW TO REGISTER:** Register at MPTC in person (use the C-1 Entrance) or by phone at 922-8611. Classes often fill fast—early registration is recommended!

Today, web-savvy seniors are embracing email, blogs and the whole world of information at their fingertips. In fact, people over 60 are the fastest growing segment of computer and internet users. Join them! If you don't know how to use a computer or want to enhance your skills, these classes are for you! There's nothing like the Web for keeping people connected. Don't let the world pass you by!



## MPTC BASIC & RECREATIONAL COMPUTER CLASSES

COURSE #	DAY	DATE	DAYS / WEEKS	TIME	TOTAL TIME	INSTRUCTOR	COST (62+)	COST (<62)
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### COMPUTER BASICS 1

\*Each student is required to bring a jump drive to class

103-483-30881	M, T, W	Apr 20, 21, 22, 2015	3 days	9:00 a.m.—Noon	9 hours	A. Mielke	\$4.50	\$35.96
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Learn how to turn on equipment; what to expect once it is on; and how to use a mouse, run software and give commands to the computer. Hands-on experience is emphasized. This beginning-level course introduces basic computer information.

### COMPUTER BASICS 2

\*Each student is required to bring a jump drive to class

103-485-30883	M, T, W	Apr 27, 28, 29, 2015	3 days	9:00 a.m.—Noon	9 hours	A. Mielke	\$4.50	\$35.96
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Learn how to create and save documents; bold, italicize and format documents; and work with files and folders on a computer. Hands-on experience is emphasized.

### COMPUTER BASICS 3

\*Each student is required to bring a jump drive to class

103-490-330884	M, T, W	May 4, 5, 6, 2015	3 days	9:00 a.m.—Noon	9 hours	A. Mielke	\$4.50	\$35.96
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Learn to browse and search web pages as well as send and receive email. Build on the skills learned in Computer Basics 1 and 2.

### COMPUTER BASICS 4

\*Each student is required to bring a jump drive to class

103-491-30922	M, F	Feb 16, 20, 23, 2015	3 days	9:00 a.m.—Noon	9 hours	K. Vogel	\$4.50	\$35.96
103-491-30885	M, T, W	May 11, 12, 13, 2015	3 days	9:00 a.m.—Noon	9 hours	A. Mielke	\$4.50	\$35.96

Explore in-depth concepts of computer software and hardware. This advanced computer basics course builds upon the knowledge and application technique skills learned in Computer Basics for Beginners 1, 2 and 3.

### SETTING UP A FACEBOOK PROFILE

103-678-30882	T	Apr 21, 2015	1 day	1:00—5 p.m.	4 hours	A. Mielke	\$20.40	\$25.70
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Your profile page on Facebook tells the world who you are. It includes information like your background, interests, hobbies, relationships and more. We'll teach you how to fill out your profile to include your favorite things. Students should already have an email account.

### BASIC MICROSOFT EXCEL

103-453-31019	T, W, R	Apr 28, 29, 30, 2015	1 day	1:00—4:00 p.m.	9 hours	K. Beaman	\$4.50	\$35.96
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Learn electronic spreadsheet software. Focus on planning and creating a spreadsheet and entering text, values, formulas and functions into a worksheet. Create and edit charts, and sort and file data. Use drawing tool bar features.

### CONNECTING ON FACEBOOK

103-679-30886	R	May 14, 2015	1 day	8:00 a.m. —Noon	4 hours	A. Mielke	\$20.40	\$25.70
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Now that you have a Facebook account, you will want to connect with your family and friends, upload pictures, understand newsfeeds, and more. We'll teach you how to find friends and share your favorite photos with others.