

Spring Classes, continued

Beginning Spanish /Cultural Awareness Nora LaCayo, instructor

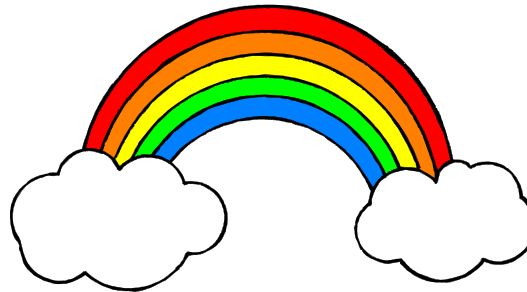
•Tuesdays, January 26 through March 16; 6:00-8:00 PM; free of charge; Russellville High School, room 10.

•This eight-week class has been designed for people who want to learn how to speak and write Spanish. You will be amazed at how your reading, writing, listening, and speaking skills improve with each class. Participants will also be exposed to the diversity of the Spanish culture.

•The class is being offered through the Adult Education and Workforce Training Program and Community Education. It is funded by United Way. Call 726-4909 to register.



All classes require registration and payment before classes begin. Refunds will be made if a class is cancelled, but once a class starts, refunds cannot be made. Class schedules follow Logan County or Russellville Independent Schools. In the event of inclement weather, classes will be cancelled if the school where the class is scheduled has been cancelled.



Community Education

355 S. Summer St.
Russellville, KY 42276

Phone: 270-726-8405

Fax: 270-726-4036

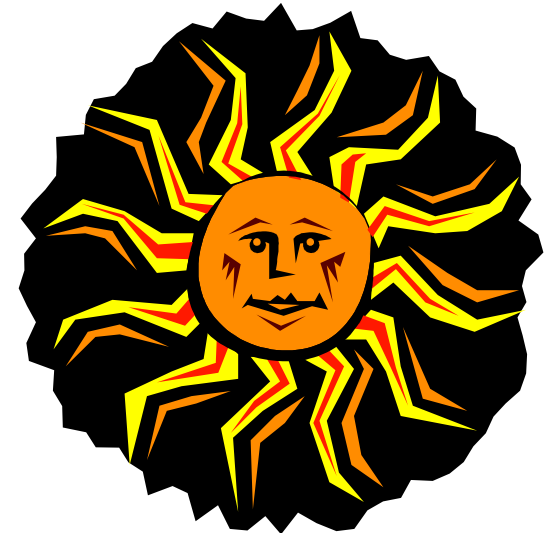
E-mail:

donna.gholson@russellville.kyschools.us

Community Education

Russellville/Logan County

Spring Classes, 2010



Call 726-8405 to register for any class. Payment due one week before start of class. Please write checks to Russellville City Schools, send to Community Education, 355 S. Summer St.

Spring class schedule

Open Office—NEW Class Offering!!

Abbi Brown, instructor

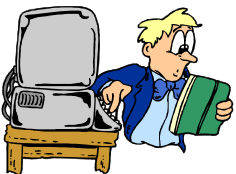
- Thursdays, March 4, 11, 18, 25; 6-8 PM (4-session class, eight instructional hours, four weeks); \$40; Logan County High School, room 226
 - Open Office is a new, completely FREE software program that can replace Microsoft Office and do the same functions. It's completely compatible with all Word documents. The desktop publishing program is called Writer and it can do everything Word can do and more. Come to this class and learn how to use it!
- Learn all of the features of this FREE program. Call 726-8405 to register.



Introduction to Computers

Paula Scarbrough, instructor

- Mondays, April 12 through May 3; 6-8 PM (four-session class, eight instructional hours, four weeks); \$40; Logan County High School, Freshmen Academy computer lab, room 308. Please enter the building at either



entrance #2 or #3. Entrance #2 is the entry at the freshmen academy in the front of the building. Entrance #3 is the first set of doors facing the softball field. Attendees may also park in this area.

- This class is designed for persons new to computers, or those with limited knowledge. Class will include how to create and find folders, how to maneuver between windows, how drag and drop files, how to send and receive e-mails, how to use the Internet, how to save your favorite sites, and much more. Bring all of your questions to class! Call 726-8405 to register.

Beginning Excel, using Excel 2007

Paula Scarbrough, instructor



- Tuesdays, February 2 through February 16 (three sessions, six instructional hours, three weeks); 6-8 PM; \$35; Logan County High School, Freshmen Acad-

emy computer lab, room 308. Please enter the building at either entrance #2 or #3. Entrance #2 is the entry at the freshmen academy in the front of the building. Entrance #3 is the first set of doors facing the softball field. Attendees may also park in this area.

- Learn how to create spreadsheets and use Excel to do math for you.
- This class will teach you how to manage information more effectively. You will learn how to add and delete columns, and how to analyze and record your data. Learn the

basics so that your charts can be easily read and understood by others. Call 726-8405 to register.

Beginning PowerPoint

Paula Scarbrough, instructor

- Mondays, March 1 through March 22; 6-8 PM (4-session class, eight instructional hours, four weeks); \$40; Logan County High School, Freshmen Academy computer lab, room 308. Please enter the building at either entrance #2 or #3.

- PowerPoint is a storyboard that helps you plan, organize, design and deliver professional presentations. The class covers understanding the toolbar and its functions, how to add objects such as clipart, pictures from files and text effects, how to change views while creating your PowerPoint, and how to add notes to your presentation. You will also learn how to create transitions between slides, how to animate text and objects, how to change backgrounds on each slide, and how to print out handouts for your presentation.

PowerPoint will help you to make

your presentations truly eye-catching.

Call 726-8405 to register.



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