Microsoft Windows (Level 1)
2 hours @ $10.00
Pre-requisite: None. This entry level class introduces you to basic skills of using Microsoft Windows, including the desktop environment, using a mouse, opening, sizing, and closing windows, as well as creating, copying, deleting and retrieving files. You will receive a resource binder, flash drive, and a Certificate of Completion.

Microsoft Windows (Level 2)
2 hours @ $10.00
Pre-requisite: Microsoft Windows Level 1*. This workshop builds on the skills taught in the Microsoft Windows Level 1 class, introducing you to more advanced features of Windows, including customizing the Start Menu and Task Bar, personalizing your desktop, customizing the File Explorer and performing Windows updates. Upon successful completion, you will receive a Certificate of Completion. Please bring the thumb-drive you received in Beginning Windows to class.

Microsoft Excel Series (Levels 1 & 2)
2 hours @ $10.00
Pre-requisite: Beginning Microsoft Windows*. This two-part series is great if you are new to Excel or if you have used Excel in the past, but want to enhance your skill level. Upon successful completion of the course, you will receive a Certificate of Completion. You should mark your calendar to attend both days of the session you choose. $10 covers the full 2-day program. Please bring the thumb-drive you received in Beginning Windows to class.

Microsoft Excel (Level 3)
2 hours @ $10.00
Pre-requisite: Microsoft Excel Series*. This workshop builds on the skills taught in the 2-day Microsoft Excel Series, introducing you to more advanced features of Excel, including the use of absolute cell references, PMT functions and IF statements, sorting and filtering data, working in multiple worksheets, and conditional formatting. Upon successful completion, you will receive a Certificate of Completion. Please bring the thumb-drive you received in Beginning Windows to class.

Microsoft Excel (Level 4)
2 hours @ $10.00
Pre-requisite: Microsoft Excel Level 3*. This workshop builds on the skills taught in previous Excel classes, introducing you to other features, including custom sorts, converting text to columns, creating custom lists, Vlookup and CountIf Functions and Pivot Tables. Upon successful completion, you will receive a Certificate of Completion. Please bring the thumb-drive you received in Beginning Windows to class.

Microsoft PowerPoint Series (Levels 1 & 2)
2 hours @ $10.00
Pre-requisite: Beginning Microsoft Windows*. This two-part series is great if you are new to PowerPoint or if you have used PowerPoint in the past, but want to enhance your skill level. Upon successful completion of the course, you will receive a Certificate of Completion. You should mark your calendar to attend both days of the session you choose. $10 covers the full 2-day program. Please bring the thumb-drive you received in Beginning Windows to class.

*If you feel your skills are sufficient to skip the pre-requisite, contact the program coordinator, Julie Schaffer, at jschaffer@fswf.org to register for an upcoming testing session. The pre-requisite will be waived upon successful completion of the test.

Advanced Microsoft PowerPoint (Level 3)
2 hours @ $10.00
Pre-requisite: Microsoft PowerPoint Series*. This class will build on the skills taught in the 2-day Microsoft PowerPoint Series, introducing you to more advanced features of PowerPoint, including working with slide masters and multiple themes, inserting spreadsheets and tables as well as videos and sound clips into your presentations, and building dynamic graphics. Please bring the thumb-drive you received in Beginning Windows to class.

Microsoft Word Series (Levels 1 & 2)
2 hours @ $10.00
Pre-requisite: Beginning Microsoft Windows*. This two-part series is great if you are new to Word or if you have used Word in the past, but want to enhance your skill level. Upon successful completion of the course, you will receive a Certificate of Completion. You should mark your calendar to attend both days of the session you choose. $10 covers the full 2-day program. Please bring the thumb-drive you received in Beginning Windows to class.

Advanced Microsoft Word (Level 3)
2 hours @ $10.00
Pre-requisite: Microsoft Word Series*. This class will build on the skills taught in the 2-day Microsoft Word Series, introducing you to more advanced features of Word, including sorting data and using formulas in tables, inserting WordArt, SmartArt and watermarks, working with pictures and shapes, and inserting hyperlinks. Please bring the thumb-drive you received in Beginning Windows to class.

Advanced Microsoft Word (Level 4)
2 hours @ $10.00
Pre-requisite: Microsoft Word Series*. This class will build on the skills taught in previous Microsoft Word classes, introducing you to more advanced features of Word, including working with columns, outline numbering, generating Tables of Contents, adding footnotes, and working with multiple headers and footers. Please bring the thumb-drive you received in Beginning Windows to class.

*If you feel your skills are sufficient to skip the pre-requisite, contact the program coordinator, Julie Schaffer, at jschaffer@fswf.org to register for an upcoming testing session. The pre-requisite will be waived upon successful completion of the test.