

Microsoft Office: Word, Excel & Outlook

Open to Ages 18+

April 13 – April 22

DAYS Tuesday & Thursday
TIME Beginners, 9:00 – 10:00 am

FEE
Members \$30
Non-Members \$45

LOCATION Pelican Community Park
Community Center
18115 North Bay Road

Students will learn how to type letters and memos, use graphics in Word, set up and use spreadsheets and format cells in Excel, utilize Outlook features to send and receive e-mails and handle personal calendar. The teacher will show many tools of these most powerful and popular computer programs.



REGISTRATION

Register at the Community Center, Pelican Community Park, 18115 North Bay Road.

REGISTRATION HOURS

Mon to Fri 8:30 am-2:00 pm
6:00-9:00 pm
Sat 8:30 am-9:00 pm

DATES

Registration for members starts February 8 and for non-members February 22.

By registration deadline (two days prior to course start date) courses may be cancelled or postponed due to insufficient enrollment.

Once classes start, fees are non-refundable.

PAYMENT

Payment is accepted by cash (bills no larger than \$20), credit card (VISA/ MasterCard) and checks made payable to the "City of Sunny Isles Beach."



DON'T DELAY! REGISTER TODAY!



Cultural & Human Services
CITY OF SUNNY ISLES BEACH

For more information about this event, please call the Cultural & Human Services Department at 305.792.1706