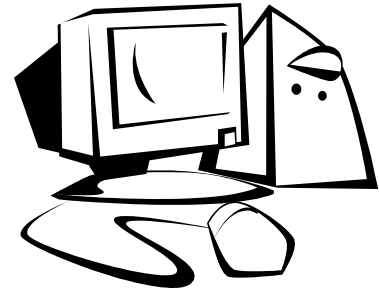


Northwest Catholic Computer Class Schedule

for Mondays in June, July, August, 2010

**Classes are held in St. Catherine School Building's
Computer Lab.**



All classes are \$5 a session to cover utilities. The nonrefundable fee is due at the time of registration with checks written to **St. Catherine of Alexandria Parish** and mailed to: Barbara Holt, 8551 N. Servite Drive #112, Milwaukee, WI 53223 (please include your phone number in case a class has to be cancelled along with the session you plan to join). Enter the school on 76th Place at the south doors where parking is available next to the cemetery.

While we are happy to accommodate “surprise guests” (folks who did not register but arrive in time for a class), we need to know prior to the start of a session that you plan to drop in, paying at class time. If you neglected to register ahead of time but hope to attend the next Monday, please call 357-9462 by Sunday night before a class to let Barbara know your name, phone number and when you will arrive. (NOTE: Sometimes a session is cancelled because no one signed up for that time.)

June 28th – Using, Creating Templates

(9-11 a.m., 1-3 p.m., 6:30-8:30 p.m. sessions offered)

A template is the basic structure for a document which allows you to use that same document multiple times without starting from scratch. This class will cover how to use templates that come with software applications such as calendar layouts. It will also cover how to create your own document template, such as an agenda for a monthly meeting.

July 26th – Tables in Word

(9-11 a.m., 1-3 p.m., 6:30-8:30 p.m. sessions offered)

While a spreadsheet program works best for calculations, there are times when a word processing application is better for laying out information. This class will cover formatting tables with fills such as shading or colors and borders, alignment within a table as well as sorting and resizing. The topic of creating page layouts will also be included.

August 23rd – Creating Macros

(9-11 a.m., 1-3 p.m., 6:30-8:30 p.m. sessions offered)

A macro is a small piece of programming code which contains the steps for an action that a person wants to repeat over and over again, such as printing the current page. This class will cover how to create a macro as well as how to add it to a customized toolbar so that it will always be available. Come to this session with a few ideas of actions you carry out frequently that you'd like to capture in a macro.