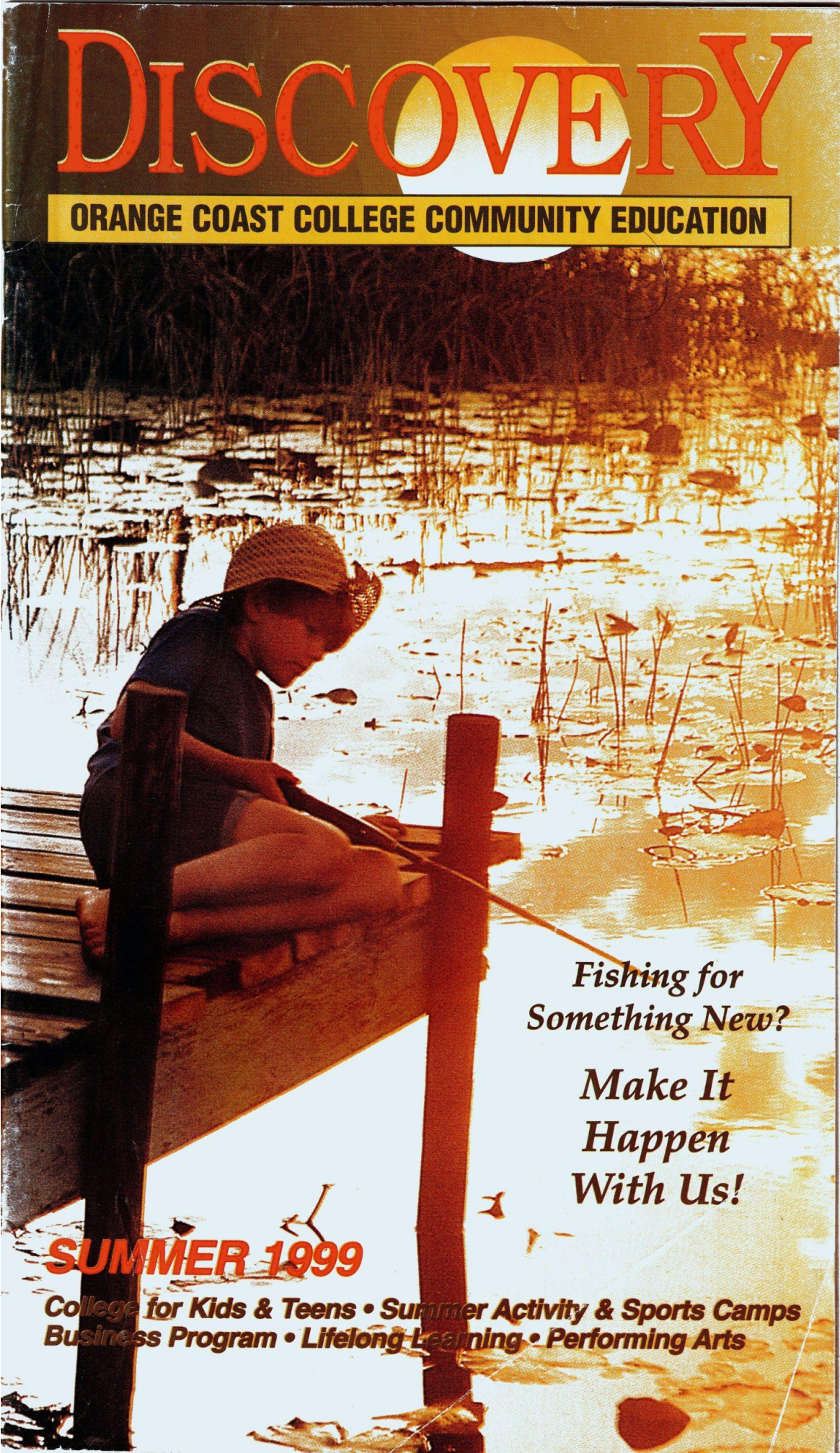


DISCOVERY



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SUMMER 1999

*College for Kids & Teens • Summer Activity & Sports Camps
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COMPUTERS



Microsoft Windows 98

Hands-on workshop for anyone using Windows 95, planning to use Windows 98 or migrating from Windows 3.1 or Windows 95 to Windows 98.

- Windows basics & setup
- Control panel operation
- Print manager
- Windows explorer
- Tools and accessories
- Running multiple applications

May 12
★YCE.01 Wednesday
\$117

June 26
★YCE.02 Saturday
\$117

Microsoft Word 97

This extensive hands-on word processing workshop prepares you to apply Word with an in-depth understanding of all its major features. Prerequisite: some Windows experience. Topics include:

- Create & edit documents
- Set up page layouts
- Use of fonts & graphics
- Apply shades and colors
- Use of spell and grammar checks
- Print utility

May 19
★YCD.01 Wednesday
\$117

Internet

Hands-on workshop provides basic information on tools and services of the Internet, web pages, home page, file transfer, Internet address, e-mail address, electronic mail, and research using Gopher. Prerequisite: some Windows experience.

June 2
★YCP.01 Wednesday \$154

July 24
★YCP.02 Saturday \$154

Microsoft Excel 97

This workshop will show you how to create professional looking spreadsheets, charts and graphs using Excel on Microsoft Windows environment. Prerequisite: some Windows experience. Topics include:

- Setting up page layouts
- Editing documents
- Use of fonts & graphics
- Apply shades and colors
- Using spell check
- Printer utilities

May 26
★YCH.01 Wednesday \$117

July 17
★YCH.02 Saturday \$117

Create Your Web Site with Microsoft Front Page 98

Learn to produce and write effective web pages without using HTML. In this hands-on workshop you will learn how to design, edit and save pages, add text and images and create e-mail hyperlinks.

May 22
★YCJ.01 Saturday \$117

June 16
★YCJ.02 Wednesday \$117

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