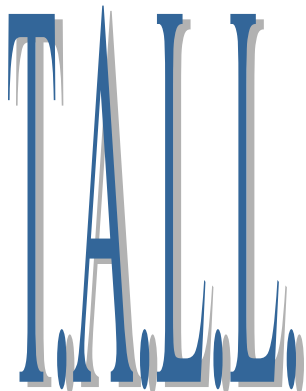


Tioga Adult Learning Lab

A Program of Literacy Volunteers of Broome/Tioga Counties, Inc.

in partnership with Tioga County and the Owego-Apalachin Central School District



T.A.L.L. Summer 2010 Program Schedule

Free Computer Classes, Free High Speed Internet

Free Open Lab Hours

NOTE – SITE CHANGE:

During July & August the T.A.L.L. computer program will meet at the
Owego-Apalachin Middle School, Room 126

(follow signs from front lobby)

Sheldon Guile Blvd., Owego, NY.

The lab will be open from 9 AM – 1:00 PM Mondays through Thursdays.

Class workshop times may differ each session. Call the Literacy Volunteers office,
(607)748-5478 to reserve a seat for classes/workshops and obtain class meeting times.

Call for more information about our computer classes, workshops, or vocational assistance.

Georgianna Horvath, Program Coordinator, Karen Hills, Program Assistant

Reservations needed for classes, but not on open-lab mornings

Date	Class or Workshop or Open Lab Time	Description of Course
Wednesday, July 7, 2010	Lab re-opens for Summer Session	
Wednesday, July 7, Thursday, July 8, Tuesday, July 13, Thursday, July 15.	<u><i>Intro to Microsoft® Windows XP, Basics of Microsoft® Word</i></u>	Basics of using <u>Windows</u> , an operating system; practice file management using Windows XP. Also focus on <u>Word</u> , a word-processing program. Learn to format documents, create and edit text. Practice using “thumb” drives.
July 20, 22, 27, 29 Tuesday & Thursday mornings	<u><i>Intro to Microsoft® Excel</i></u>	Learn Excel, a spreadsheet program, where you can create worksheets, work with simple formulas, functions, format worksheets for printing and presentations.
August 2, Monday morning	<u><i>Using the Internet</i></u>	Learn how to “surf” the World Wide Web. Tips given on how to do Internet searches, navigate websites, search for jobs on the Internet. Students will receive a list of interesting websites to visit. Work with web-mail if time allows.
August 3 & 5 Tuesday & Thursday mornings	<u><i>Intro to Microsoft® PowerPoint</i></u>	Learn to use PowerPoint, a Microsoft® presentation program. Students will create their own desktop slide presentation using text, graphics, and their own unlimited creativity!
August 10 & 12 Tuesday & Thursday mornings	<u><i>Intro to Microsoft® Publisher</i></u>	Learn to use Microsoft® Publisher, a desktop publishing program. Students will be able to work with templates to create flyers, forms, cards or newsletters.
July 12, 14, 19, 21, 26, 28 August 4, 9, 11 Mondays & Wednesdays	Open Lab 9 AM – 1:00 PM each day, walk-in or by appointment. During open lab sessions students may work independently or with the instructor utilizing lab hardware, software, & Internet access.	
Summer Session ends on Thursday, August 12, 2010		
Fall 2010 Schedule to be posted August 2010		

Literacy Volunteers is a United Way Agency