





Copperview Recreation Center November Class Calendar

8446 S Harrison Street (340 W), Midvale 84047
(801) 559-1506 Front Desk- **(801) 559-1500**

Instructors:

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Monday	Tuesday	Wednesday	Thursday	Friday
2 Lab Opens at 10:00 am Word 1 10:45 – 11:45 a.m. Excel 1 12:00 – 1:00 p.m. Computer Terms & Components 3:00 – 4:00 p.m. PowerPoint 1 & 2 6:00 – 7:00 P.M.	3 Lab Opens at 10:00 am Word 2 10:45 – 11:45 a.m. Excel 2 12:00 – 1:00 p.m. Windows XP 1 3:00 – 4:00 p.m. Closed for ICM 5:30- 8:00 P.M.	4 Lab Opens at 10:00 am Word 3 10:45 – 11:45 a.m. Excel 3 12:00 – 1:00 p.m. Computer Keyboarding and Mouse 3:00 – 4:00 p.m. PowerPoint 3 & 4 6:00 – 7:00 P.M.	5 Lab Opens at 10:00 am Word 4 10:45 – 11:45 a.m. Excel 4 12:00 – 1:00 p.m. Windows XP 2 3:00 – 4:00 p.m. Closed for ICM 5:30- 8:00 P.M.	6 Lab Opens at 10:00 am Word Review/Practice 10:45 – 11:45 a.m. Closed for Adaptive Group 1:45 – 2:45 p.m. Windows Skill Review/Practice 3:00 – 4:00 p.m. PowerPoint Review/Practice 6:00 – 7:00 p.m.
9 Lab Opens at 10:00 am Excel 1 10:45 – 11:45 a.m. PowerPoint 1 12:00 – 1:00 p.m. Computer Keyboarding and Mouse 3:00 – 4:00 p.m. Word 1 & 2 6:00 – 7:00 P.M.	10 Lab Opens at 10:00 am Excel 2 10:45 – 11:45 a.m. PowerPoint 2 12:00 – 1:00 p.m. Resume and Job Search 3:00 – 4:00 p.m. Closed for ICM 5:30- 8:00 P.M.	11 Veterans Day 	12 Lab Opens at 10:00 am Excel 3 10:45 – 11:45 a.m. PowerPoint 3 12:00 – 1:00 p.m. Email 1 3:00 – 4:00 p.m. Closed for ICM 5:30- 8:00 P.M.	13 Lab Opens at 10:00 am Excel 4 10:45 – 11:45 a.m. Closed for Adaptive Group 1:45 – 2:45 p.m. Email 2 3:00 – 4:00 p.m. Word 3 & 4 6:00 – 7:00 P.M.
16 Lab Opens at 10:00 am Introduction to Internet 10:45 – 11:45 a.m. PowerPoint 1 12:00 – 1:00 p.m. Word 1 3:00 – 4:00 p.m. Email 1 6:00 – 7:00 P.M.	17 Lab Opens at 10:00 am Windows XP Desktop 10:45 – 11:45 a.m. PowerPoint 2 12:00 – 1:00 p.m. Word 2 3:00 – 4:00 p.m. Closed for ICM 5:30- 8:00 P.M.	18 Lab Opens at 10:00 am Cut, Copy, and Paste 10:45 – 11:45 a.m. PowerPoint 3 12:00 – 1:00 p.m. Word 3 3:00 – 4:00 p.m. Email 2 6:00 – 7:00 P.M.	19 Lab Opens at 10:00 am Publisher 10:45 – 11:45 a.m. PowerPoint 4 12:00 – 1:00 p.m. Word 4 3:00 – 4:00 p.m. Closed for ICM 5:30- 8:00 P.M.	20 Lab Opens at 10:00 am Open Office 10:45 – 11:45 a.m. Closed for Adaptive Group 1:45 – 2:45 p.m. Word Review/Practice 3:00 – 4:00 p.m. Email Review/Practice 6:00 – 7:00 p.m.
23 Lab Opens at 10:00 am PowerPoint 1 10:45 – 11:45 a.m. Word 1 12:00 – 1:00 p.m. Windows XP 1 3:00 – 4:00 p.m. Excel 1 & 2 6:00 – 7:00 P.M.	24 Lab Opens at 10:00 am PowerPoint 2 10:45 – 11:45 a.m. Word 2 12:00 – 1:00 p.m. Windows XP 2 3:00 – 4:00 p.m. Closed for ICM 5:30- 8:00 P.M.	25 Lab Opens at 10:00 am PowerPoint 3 10:45 – 11:45 a.m. Word 3 12:00 – 1:00 p.m. Windows Skill Review/Practice 3:00 – 4:00 p.m. Excel 3 & 4 6:00 – 7:00 P.M.	Happy Thanksgiving! 26-27 	
30 Lab Opens at 10:00 am PowerPoint4 10:45 – 11:45 a.m. Word 4 12:00 – 1:00 p.m. Computer Keyboarding and Mouse 3:00 – 4:00 p.m. Excel 5 & 6 6:00 – 7:00 p.m.	www.cat.slco.org FREE Computer Lab <i>Can't make it to a class? Talk to any of the lab instructors we do one on one classes too!</i> <i>Genealogy Software available for use</i>			

***Please arrive a few minutes early to class in order to set up a free account**
***Flash drives/floppy disks are highly recommended for saving your data**