

NYUL Technology & Education Center January 2012

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 Closed	3 <u>New Hours as of January 3, 2012</u> Monday-Friday: 3:30-6:00pm	4	5 Street Corner Resources Local Organization offering sessions on Job Search Skills 3:30-5:00pm	6	7 Closed
9	10 Computer Basics Using the mouse, keyboard and laptop touchpad 4:00-5:30pm	11 MS Excel 2007 Basics Learn to create, edit, and manipulate spreadsheets, create basic formulas, and insert tables 4:00-5:30pm	12 Street Corner Resources Local Organization offering sessions on Job Search Skills 3:30-5:00pm	13 Ms Publisher Learn how to find and apply templates, create a new publication, insert and crop images, insert shapes, text boxes and more 4:00-5:30pm	14 Closed
16 Closed for Martin Luther King Holiday	17 Computer Basics Learn how to identify icons, locate files and applications, save documents and create folders 4:00-5:30pm	18 MS Excel 2007 Basics Learn to create, edit, and manipulate spreadsheets, create basic formulas, and insert tables 4:00-5:30pm	19 Street Corner Resources Local Organization offering sessions on Job Search Skills 3:30-5:00pm	20 Ms Publisher Learn how to find and apply templates, create a new publication, insert and crop images, insert shapes, text boxes and more 4:00-5:30pm	21 Closed
23	24 Computer Basics Learn how to open, save, locate files, and applications, create folders and more 4:00-5:30pm	25 Excel 2007 Basics Learn to create, edit, and manipulate spreadsheets, create basic formulas, and insert tables 4:00-5:30pm	26 Street Corner Resources Local Organization offering sessions on Job Search Skills 3:30-5:00pm	27 Ms Publisher Learn how to find and apply templates, create a new publication, insert and crop images, insert shapes, text boxes and more 4:00-5:30pm	28 Closed
30	31 Computer Basics Learn how to improve typing skills using online typing programs 4:00-5:30p				

Registration required for all NYUL classes

Please contact us at 212-876.5201 or visit www.nyul.org/technology to register for classes
Harlem Renaissance H.S. 22 E. 128th Street (bet 5th & Madison Ave)