



## **PowerPoint 2016 - Part 1**

**Wed, July 12, 2:30 - 4 pm**

**Learn to create presentations using basic PowerPoint functions.**

## **PowerPoint 2016 - Part 2**

**Wed, July 19, 2:30 - 4 pm**

**This class focuses on learning how to enhance your presentations.**

## **Google Docs**

**Wed, July 26, 2:30 - 4 pm**

**Learn how to create documents and more using Google Docs.**