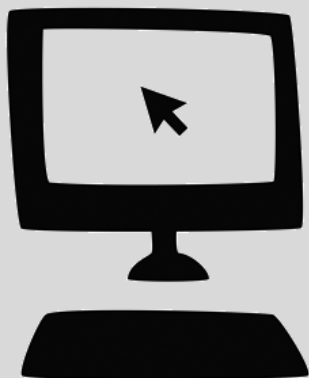


## Open Learning

### WHAT IS OPEN LEARNING?

The Computer Training Centers at PRC's Wheaton and Westmont locations are available for students to practice keyboarding, Word, Excel, PowerPoint, as well as searching and applying for jobs during Open Learning. Friendly staff are available to assist you with the use of the computers. No registration is required.



#### Wheaton

Monday, Wednesday & Friday  
11:30a.m. - 1:00p.m.

#### Westmont

Monday 3:00p.m. - 4:30p.m.  
Tuesday 1:00p.m. - 3:00p.m.  
Wednesday 8:30a.m. - 11:30a.m.  
Thursday 5:30p.m. - 7:30p.m.

Please note, times are subject to change at the discretion of management.  
The Center is closed on PRC holidays.

## Microsoft Office Certification



**Earn your Microsoft Office Specialist (MOS)  
Certification in Word and Excel 2013!**

This highly sought certificate program is available at PRC for individuals looking to gain Microsoft software proficiency while adding a professional certification to a resume.

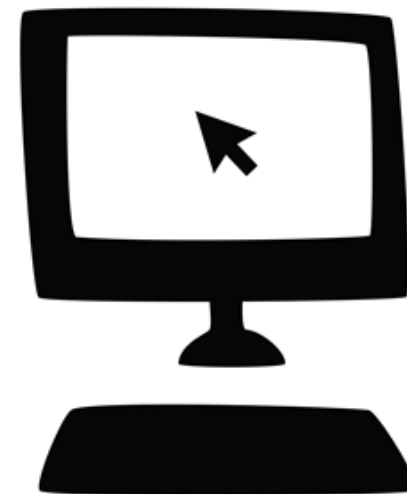
Students have the opportunity to earn the MOS certification through classroom work and a final MOS examination.

**Classes meet four days a week and are five to six weeks in length. Space is limited in this program.**

***For more information about our qualifying exam and to begin the application process, please call 630-682-5402 extension 336.***

## PEOPLE'S RESOURCE CENTER

**FREE Computer Training Courses  
Held Throughout DuPage County**



**To Register, please...**

**Call**

630-682-5402 (new PRC students)  
630-682-5402 x223 (returning PRC students)

**OR**

**Visit the Reception Desk In-Person**

201 S. Naperville Road, Naperville, IL 60187  
104 Chestnut Avenue, Westmont, IL 60559

## Computer Classes

### KEYS TO PRC'S COMPUTER CLASSES

- PRC's computer classes are designed for beginner and intermediate level adult students.
- A basic understanding of English (reading and speaking) is required for computer classes.
- **Bilingual** (English/Spanish) and classes in **Spanish** are available.
- Students attending classes are eligible for a **free refurbished computer** with Windows and Microsoft Office installed.
- Classes meet once a week for seven weeks.
- Visit [peoplesrc.org/computers](http://peoplesrc.org/computers) for current class schedules.



### Introduction to Computers

Students will learn how to use:

- Computer hardware & software
- Basic computer operation
- Internet & email
- Keyboard & mouse skills

**Prerequisites:** English competency (ESL Level 4 or above) and reading comprehension.

## Computer Classes



### Windows Fundamentals

Basic features of the Microsoft Windows 10 Operating System.

- Saving and locating files and folders
- Working with a flash drive
- Introduction to Word, Excel, and PowerPoint

**Prerequisites:** Introduction to Computers or computer fluency. Experience with email or internet.



### Word 1

Basic features of Microsoft Word, the word processing application of Microsoft Office.

- Launching Word and opening documents
- Creating and saving a new document
- Formatting text and documents
- Inserting illustrations (i.e. Tables, text boxes)

**Prerequisites:** Windows Fundamentals with Advance recommendation or Windows Test with "Pass."



### Word 2

More advanced features of Microsoft Word that are used in business settings.

- Formatting with tabs, indents, and columns
- Using Mail Merge
- Table of Contents and Section Breaks

**Prerequisites:** Word 1 with "Advance" recommendation.

## Computer Classes



### Excel 1

Basic features of Microsoft Excel, the spreadsheet application of Microsoft Office.

- Opening and saving spreadsheets
- Data entry and formatting
- Entering simple formulas
- Using data lists

**Prerequisites:** Windows Fundamentals with a "Advance" recommendation or Windows Test with "Pass."



### Excel 2

More advanced features of Microsoft Excel, used in business.

- Advanced formulas, functions, and charts
- Pivot tables and charts
- Advanced formatting and printing

**Prerequisites:** Excel 1 with "Advance" recommendation.



### PowerPoint

Basic features of Microsoft PowerPoint, the presentation application of Microsoft Office.

- Inserting text, graphs, and charts
- Slide design and layout
- Create and demonstrate presentations

**Prerequisites:** Word 1 and Excel 1 with "Advance" recommendations.