



***The Education and Work Center in Hanover Park has partnered with
Illinois workNet Center to offer a series of
FREE Computer One-On-One Sessions
January, February and March 2017 Schedule***

Have a Question with Computers or Internet Basics? Questions about Microsoft Office Programs?

Dates: Wednesdays= Jan 4th or 18th, Feb 1st or 15th, and March 1st or 22nd 2017
Thursdays = Jan 5th or 19th, Feb 2nd or 16th, and March 2nd or 23rd 2017

Session Times: 2:00-3:00pm or 3:00-4:00pm or 4:00-5:00pm

This is a ***One-One-One Session (not group) with the Instructor***, for a ***1 hour session***.
You'll discuss your Computer, Internet or Microsoft Office program questions.
Practice will be in Windows 8, Internet Explorer and Microsoft Office 2013.

We will focus on the topics you need help in:

- Know nothing about computers or the Internet? (It helps to have an email account when discussing the Internet).
- Have questions about any Microsoft Office Programs? (Word, Excel, PowerPoint, Publisher and Access).
- The Instructor will customize the session based on your needs.
- When Registering-Let Hecmari Munoz know what questions you have; this will give the instructor an idea of your skills.
- If English is *not* your first language, you can bring someone with you to help interpret what the instructor is teaching to allow for better understanding.

Sessions Taught At: Illinois workNet Center at the Education and Work Center, 6704 Barrington Rd., Hanover Park, IL 60133 (Located in the Hanover Square Shopping Center)

Set Up A Session: Visit- Illinois workNet Center Resource Center at the Education and Work Center
Call- 630.634.7412-Hecmari Munoz-Resource Center Specialist/Resource Center Desk
Email- hmunoz@bcsillinois.org

Notes:

- Sessions conducted in English. - Please arrive 15 minutes early to sign in.
- If you're unable to attend, *please* cancel 24 hours in advance by calling the Resource Center Desk (630.634.7412) so others on the waiting list can use your seat.
- Due to our waiting lists, you can only sign up for one session once a month.

Due to the popularity of our One-On-One Sessions and Waiting Lists: If you're a ***No Call No Show***, don't give us 24 hour notice to cancel, or late two times for your session, you cannot register for a seat again. You can be a *walk-in* and if someone doesn't show up, you *may* be able to attend a session.