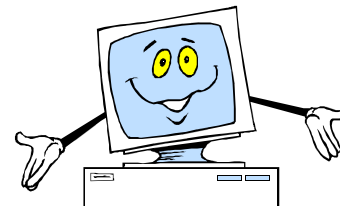


# Monroeville Recreation Department

Is Offering

## Silver Scholars

### Basic Computer Classes



Silver Scholars teaches computer classes specifically designed for individuals over the age of 35, but all are invited. The classes are fun, interactive, and begin with the basics. These are great classes for people looking to re-join the work force and for companies looking to improve the skills of their employees. Classes will be held at Gateway High School. To enhance learning, all classes are limited to 10 students, so register early. You can register for a class in person at the Monroeville Recreation, Parks and Human Services Department or by filling out the registration from in the In Monroeville quarterly magazine. Questions about the classes can be directed to Silver Scholars 412-283-0105 or Monroeville Recreation at 412-856-1006.

Registration fees: \$45.00 per topic for a Monroeville resident and \$55.00 for a non-resident.

Late Fees: A \$10.00 late fee will be assessed if registration is received after deadline date.

Refunds: MRPD Refund Policy

### **Buying and selling on eBay 1&2**

*Wednesdays, September 22 & 29*

*6:30 to 8:30 PM*

**Prerequisite:** *Basic Computer Parts 1&2 and Internet knowledge*

This course will provide hands on experience with registration, searching, bidding, and show you how to get the most bang for your buck. The second half of this course will discuss the basics of setting up your own auctions, making sound purchases, avoiding fraud, and will illustrate the importance of choosing the right payment methods. Students will learn to navigate eBay to comfortably shop and sell. This is the only eBay class in which students will learn hands-on, by actually listing and bidding on items.

### **Microsoft Excel (Making Financials Easier) 1 & 2 using Office 2007**

*Wednesdays, October 6 & 13*

*6:30 to 8:30 PM*

**Prerequisite:** *Basic Computers Parts 1&2 or equivalent knowledge.*

Whether it's balancing your check book, putting together the family budget or generating charts for work, Microsoft Excel is the program for you. Improve the way you turn your data into information using powerful tools to analyze, communicate and share your results. Microsoft Excel is a spreadsheet program that will enable students to track & manage data, addresses, financials, and more. Students will learn how to use Excel to create simple spread sheets, perform detailed calculations, sort data and even create colorful charts and graphs.

[www.silverscholars.com](http://www.silverscholars.com)

Simple, Effective Computer Training