

Computer Classes

Winter 2012

705.527.1522



**New Skills North Simcoe,
a social enterprise of the
Midland Area Reading Council,
offers affordable computer
training for work
or personal goals.**

Proceeds from these courses support
the free community-literacy programs the
Midland Area Reading Council
offers in North Simcoe.



Introduction to Computers

Dates: January 17, 24 and 31, 2012

Times: 1 to 3 p.m.

or

Dates: February 7, 14 and 21, 2012

Times: 6:30 to 8:30 p.m.

Fee: \$120

This six-hour is designed specifically for beginners with little or no previous computer experience.

This course will discuss the parts of a computer, the basics of Windows, how to use a mouse, basic keyboard functions and basic programs.

Introduction to Word

Dates: February 14, 21 and 28, 2012

Times: 1 to 3 p.m.

Fee: \$120

This six-hour course is perfect for the new or self-taught MS Word user. The course covers all topics required to produce documents that not only look good, but are well-structured. Topics include creating new documents, formatting text and paragraphs, creating bullets and numbering lists, using tabs and printing documents.

Requirements: Those with good basic word skills will get the most from this course.

Introduction to Excel

Dates: March 20 and 27, 2012

Times: 1 to 4 p.m.

Fee: \$120

This course will discuss creating new spreadsheets, using templates, using auto format, formatting rows and columns, page set-up and printing spreadsheets.

Requirements: No previous knowledge of Excel is necessary, but participants should be comfortable with a computer.

Facebook 101

Date: January 19, 2012

Times: 1 to 3 p.m. or 6:30 to 8:30 p.m.

Date: February 23, 2012

Times: 1 to 3 p.m. or 6:30 to 8:30 p.m.

Date: March 29, 2012

Times: 1 to 3 p.m. or 6:30 to 8:30 p.m.

Fee: \$25

Each two-hour workshop will discuss how to create a profile, find friends, use Facebook's privacy and safety features, how to upload photos and much more.

Family Internet Safety

Date: February 11, 2012

Times: 1 to 3 p.m.

Date: March 3, 2012

Times: 1 to 3 p.m.

Date: March 24, 2012

Times: 1 to 3 p.m.

Fee: \$75, for a maximum of 5 family members

Practicing safety is a must with anyone who goes online, but with kids it is especially important. This course will discuss the Internet threats your kids may encounter and show you how to protect them and teach them responsible Internet use. Children should be at least 8 years old.

March Break

Computer Camp

Date: March 12 to 16, 2012

Times: 10 a.m. to 12 p.m.

Ages: 8 to 12

Watch for details about our upcoming March break computer camp for kids ages 8 to 12. Kids will be able to register for one day or the full-week.

New Skills North Simcoe is a social enterprise of the Midland Area Reading Council, a charitable organization offering free, confidential tutoring to adults looking to upgrade their reading, writing, math, computer and/or job search skills.

All proceeds raised by New Skills North Simcoe support literacy programs throughout North Simcoe.

**All courses take place at
67 Fourth Street, Midland**

Cancellation Policy

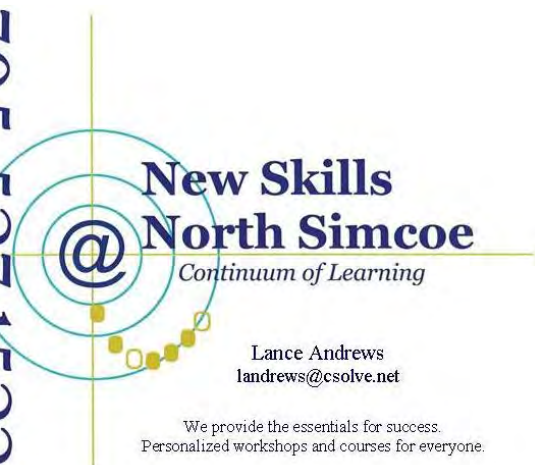
Register early to avoid disappointment!

Payment must be received at time of registration by cash or cheque payable to Midland Area Reading Council. Spaces are limited in each course and cannot be held without payment in full.

New Skills North Simcoe reserves the right to cancel a class. If New Skills North Simcoe cancels a class, there will be a full refund of fees.

If a registrant cancels, New Skills North Simcoe must be in receipt of written notification one week prior to the workshop start date. Such cancellations are subject to a 10% administration fee. Cancellations within the week prior to the start date of a workshop will not be refunded or credited.

705.527.1522



Lance Andrews
landrews@csolve.net

We provide the essentials for success.
Personalized workshops and courses for everyone.

Midland Area Reading Council

If you know an adult who needs help with their reading, writing or math skills, please refer them to the free services offered by the Midland Area Reading Council. We offer free, confidential help in a one-to-one or small group setting. Call 705-527-1522 to set-up an appointment.

Midland Area Reading Council Used Book Store

The Midland Area Reading Council operates a volunteer-run used book store located at 67 Fourth Street, Midland. The hours are Monday to Friday from 10 a.m. to 3 p.m.

Midland Area Reading Council Upcoming Events

Midland Winterfest Polar Bear Dip Saturday, February 4, 2012

Little Lake Park, 2 p.m.

All proceeds will benefit the
Midland Area Reading Council

Fourth Annual Spelling Bee Sunday, February 5, 2012

North Simcoe Sports and Recreation Centre
Open to children who reside in North Simcoe and
who are in Grades 3 to 8
\$5 registration fee
Chance to win cash prizes.

Midland Area Reading Council

67 Fourth Street
Midland, ON L4R 3S9
705.527.1522

marc@csolve.net

www.nald.ca/marc

www.facebook.com/midlandareareadingcouncil

www.facebook.com/newskillsnorthsimcoe

Registration Form

Name: _____

Address: _____

Town: _____

Postal Code: _____

Telephone: _____

E-mail: _____

Please register me for:

Course: _____

Date: _____

Course: _____

Date: _____

Course: _____

Date: _____

Total fee enclosed: \$ _____

Please mail completed registration
form and payment to:

New Skills North Simcoe
c/o Midland Area Reading Council
67 Fourth Street
Midland, ON L4R 3S9

*Thank you for selecting
New Skills North Simcoe!*