



FREE COMPUTER CLASSES

For a limited time, Community Support Services (CSS) is offering FREE computer classes on Saturdays for children and adults!

Join us as we explore the internet, navigating through the computer...and much more!

Simply fill out the form on the back then fax it in or call. Keep the form handy so you know when to show up for

ABOUT CSS

Community Support Services, is a not-for-profit service organization that initiates, provides and promotes services for people with developmental disabilities and their families, within their communities, in order to strengthen their independence, self-esteem, and ability to participate in and contribute to community life.

Special thanks to the Department of Commerce and Economic Opportunity

Community Support Services Computer Classes

INTRODUCTION TO COMPUTERS

This class is an overview of how the computer works, including terms used and different pieces of the computer. The types of software and their use will be discussed and basic information on how to change personal settings and opening, saving and closing documents.

Saturday, May 15, 2010

MICROSOFT WORD

Defined as a word processor, you will be able to create and print any type of document—for example, letters, resumes, and school assignments.

Saturday, May 22, 2010

INTERNET SAFETY

This Class is for Young people up to age 18. This class will consist of some practice to get on-line and locate websites. It will cover cyber bullying and include staying safe on the internet videos and discussion.

Saturday, June 5, 2010

MICROSOFT POWERPOINT

PowerPoint is a powerful and easy-to-use program that helps you prepare high-quality slides you create for presentations. Each slide illustrates a point that contributes to the overall subject of the presentation and can be stored together in a file.

Saturday, June 12, 2010

NAVIGATING THE INTERNET

This class will discuss types of Internet connections, URLs, searching the internet, the tool bar on Windows Explorer, using e-mail, security and safety, and downloading from the internet.

Saturday, June 19, 2010

MICROSOFT EXCEL

This class will cover the functions Excel will do and basic terms, starting a workbook, entering text and numbers, basic calculations, and some basic formatting of a workbook.

Saturday, June 26, 2010

Community Support Services
9021 Ogden Avenue · Brookfield, IL 60513
Phone: (708) 354-4547
Fax: (708) 354-7412
www.communitysupportservices.org

Community Support Services Computer Class Schedule

Fill out the form and call (708) 354-4547 to schedule your class
or fax (708) 354-7412 today—Space is Limited!

Introduction to Computers Check Class Attending	
<input type="checkbox"/> Saturday, May 15	
Select Time Attending	Time
<input type="checkbox"/>	9:00 a.m. — 9:55 a.m.
<input type="checkbox"/>	10:00 a.m. — 10:55 a.m.
<input type="checkbox"/>	11:00 a.m. — 11:55 a.m.
<input type="checkbox"/>	12:00 p.m. — 12:55 p.m.

Microsoft Word Check Class Attending	
<input type="checkbox"/> Saturday, May 22	
Select Time Attending	Time
<input type="checkbox"/>	9:00 a.m. — 9:55 a.m.
<input type="checkbox"/>	10:00 a.m. — 10:55 a.m.
<input type="checkbox"/>	11:00 a.m. — 11:55 a.m.
<input type="checkbox"/>	12:00 p.m. — 12:55 p.m.

Microsoft PowerPoint Check Class Attending	
<input type="checkbox"/> Saturday, June 12	
Select Time Attending	Time
<input type="checkbox"/>	9:00 a.m. — 9:55 a.m.
<input type="checkbox"/>	10:00 a.m. — 10:55 a.m.
<input type="checkbox"/>	11:00 a.m. — 11:55 a.m.
<input type="checkbox"/>	12:00 p.m. — 12:55 p.m.

Navigating the Internet Check Class Attending	
<input type="checkbox"/> Saturday, June 19	
Select Time Attending	Time
<input type="checkbox"/>	9:00 a.m. — 9:55 a.m.
<input type="checkbox"/>	10:00 a.m. — 10:55 a.m.
<input type="checkbox"/>	11:00 a.m. — 11:55 a.m.
<input type="checkbox"/>	12:00 p.m. — 12:55 p.m.

Internet Safety UNDER AGE 18 ONLY Check Class Attending	
<input type="checkbox"/> Saturday, June 5	
Select Time Attending	Time
<input type="checkbox"/>	9:00 a.m. — 9:55 a.m.
<input type="checkbox"/>	10:00 a.m. — 10:55 a.m.
<input type="checkbox"/>	11:00 a.m. — 11:55 a.m.
<input type="checkbox"/>	1:00 p.m. — 1:55 p.m.
<input type="checkbox"/>	2:00 p.m. — 2:55 p.m.
<input type="checkbox"/>	3:00 p.m. — 3:55 p.m.

Microsoft Excel Check Class Attending	
<input type="checkbox"/> Saturday, June 26	
Select Time Attending	Time
<input type="checkbox"/>	9:00 a.m. — 9:55 a.m.
<input type="checkbox"/>	10:00 a.m. — 10:55 a.m.
<input type="checkbox"/>	11:00 a.m. — 11:55 a.m.
<input type="checkbox"/>	12:00 p.m. — 12:55 p.m.

IF YOU ARE FAXING IN YOUR REQUEST,
PLEASE PRINT THE FOLLOWING INFORMATION NEEDED
TO CONFIRM YOUR ATTENDANCE IN CLASS.

**IF YOU DO NOT RECEIVE A CONFIRMATION PHONE CALL OR
EMAIL AFTER 2 BUSINESS DAYS. PLEASE CALL CSS**

Name	
Address	
City, State	
Phone	
Email	