



Local 652

UAW-GM Lansing Learning Center Computer Lab Class Schedule

May, June, July, August, September 2008

Free for Employees, Retirees, and Spouses

TO REGISTER, CALL 517-377-7224

<p><i>Lab Hours</i> 6 am – 2:30 pm</p>	<p><i>Location</i> Plant 1, Building 66 2nd Floor</p>	<p>J. Knapp K. Shell</p>
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Microsoft Office 2007 -- Try an overview the last 2 weeks in May of Word, Excel, PowerPoint and Photoshop 6. Try all or just sign up for the class you want to explore.

Maintain Web	May 19	Monday	10:30-5:30 pm
Word	May 20, 21, 22	Tuesday, Wednesday, Thursday	10:30-12:30 pm
Excel	May 20, 21, 22	Tuesday, Wednesday, Thursday	12:30 -2:30 pm
Photoshop	May 20, 21, 22	Tuesday, Wednesday, Thursday	3:00-5:00 pm
PowerPoint	May 20, 21, 22	Tuesday, Wednesday, Thursday	5:00-7:00 pm
Word	May 27, 28, 29	Tuesday, Wednesday, Thursday	10:30-12:30 pm
Excel	May 27, 28, 29	Tuesday, Wednesday, Thursday	12:30 -2:30 pm
Photoshop	May 27, 28, 29	Tuesday, Wednesday, Thursday	3:00-5:00 pm
PowerPoint	May 27, 28, 29	Tuesday, Wednesday, Thursday	5:00-7:00 pm

Microsoft Office 2007 –Word, Excel, PowerPoint and Photoshop 6. Each class has 4-6 sessions. Meet the same time and day each week.

Word	June 4, 11, 18, 25	Wednesday	5:00-7:00 pm
Excel	July 14, 21, 28, Aug 4	Monday	1:00 -3:00 pm
Photoshop	July 14, 21, 28, Aug 4	Monday	3:00-5:00 pm
PowerPoint	July 14, 21, 28, Aug 4	Monday	5:00-7:00 pm
Excel	July 15, 22, 29, Aug 5	Tuesday	10:30-12:30 pm
Photoshop	July 15, 22, 29, Aug 5	Tuesday	12:30 -2:30 pm
PowerPoint	July 15, 22, 29, Aug 5	Tuesday	3:00-5:00 pm
Word	July 15, 22, 29, Aug 5	Tuesday	5:00-7:00 pm
Files Practice	July 16, 23, 30, Aug 6	Wednesday	8:30-10:30 am
Photoshop	July 16, 23, 30, Aug 6	Wednesday	10:30 -12:30 pm
PowerPoint	July 16, 23, 30, Aug 6	Wednesday	1:00-3:00 pm
Word	July 16, 23, 30, Aug 6	Wednesday	3:00-5:00 pm
Excel	July 16, 23, 30, Aug 6	Wednesday	5:00-7:00 pm
PowerPoint	July 17, 24, 31, Aug 7	Thursday	11:00-1:00 pm
Word	July 17, 24, 31, Aug 7	Thursday	1:00-3:00 pm
Excel	July 17, 24, 31, Aug 7	Thursday	3:00-5:00 pm
Photoshop	July 17, 24, 31, Aug 7	Thursday	5:00-7:00 pm
Excel	Aug 11, 18, 25, Sept 8, 15, 22	Monday	1:00 -3:00 pm
PowerPoint	Aug 11, 18, 25, Sept 8, 15, 22	Monday	3:00-5:00 pm
Photoshop	Aug 11, 18, 25, Sept 8, 15, 22	Monday	5:00-7:00 pm
Excel	Aug 12, 19, 26, Sept 2	Tuesday	10:30-12:30 pm

Photoshop	Aug 12, 19, 26, Sept 2	Tuesday	12:30 -2:30 pm
PowerPoint	Aug 12, 19, 26, Sept 2	Tuesday	3:00-5:00 pm
Word	Aug 12, 19, 26, Sept 2	Tuesday	5:00-7:00 pm
Files Practice	Aug 13, 20, 27, Sept 3	Wednesday	8:30-10:30 am
Photoshop	Aug 13, 20, 27, Sept 3	Wednesday	10:30 -12:30 pm
PowerPoint	Aug 13, 20, 27, Sept 3	Wednesday	1:00-3:00 pm
Word	Aug 13, 20, 27, Sept 3	Wednesday	3:00-5:00 pm
Access	Aug 13, 20, 27, Sept 3	Wednesday	5:00-7:00 pm
PowerPoint	Aug 14, 21, 28, Sept 4	Thursday	11:00-1:00 pm
Word	Aug 14, 21, 28, Sept 4	Thursday	1:00-3:00 pm
Excel	Aug 14, 21, 28, Sept 4	Thursday	3:00-5:00 pm
Photoshop	Aug 14, 21, 28, Sept 4	Thursday	5:00-7:00 pm
Excel	Sept 9, 16, 23	Tuesday	10:30-12:30 pm
Photoshop	Sept 9, 16, 23	Tuesday	12:30 -2:30 pm
PowerPoint	Sept 9, 16, 23	Tuesday	3:00-5:00 pm
Word	Sept 9, 16, 23	Tuesday	5:00-7:00 pm
Files Practice	Sept 10, 17, 24	Wednesday	8:30-10:30 am
Photoshop	Sept 10, 17, 24	Wednesday	11:00-1:00 pm
PowerPoint	Sept 10, 17, 24	Wednesday	1:00-3:00 pm
Word	Sept 10, 17, 24	Wednesday	3:00-5:00 pm
PowerPoint	Sept 10, 17, 24, Oct 1	Wednesday	5:00-7:00 pm
PowerPoint	Sept 11, 18, 25	Thursday	11:00-1:00 pm
Word	Sept 11, 18, 25	Thursday	1:00-3:00 pm
Excel	Sept 11, 18, 25	Thursday	3:00-5:00 pm
Photoshop	Sept 11, 18, 25	Thursday	5:00-7:00 pm
Word Questions	Sept 29, 30	Monday, Tuesday	3:00-7:00 pm

Check the web site www.uawgmltc.com for updates to the schedule!