



Friends of San Clemente
Beaches, Parks & Recreation Foundation

Cyber Café 
Computer Learning Center

Learn Basic Computer Skills in an Adult Friendly Environment

Cyber Cafe —Upcoming Seminars Reminder

“Windows Tips and Tricks” 2.25 hour seminar, August 1, 2018, 12:30—2:45pm (Dan Feinberg, Instructor)



Many of you know some of the basic tips, shortcuts and tricks available to users of Windows such as pressing CTRL-Z to undo something or pressing the Win key and a number to quickly open a program or App but did you know that there are literally hundreds of tips and tricks that will make it easier and faster to use your computer? You will be amazed and find yourself saying over and over again *“I NEVER KNEW YOU COULD DO THAT, or THAT IS SO MUCH EASIER THAN THE WAY I DO IT”* We are so sure that you will be amazed at some of these tips and tricks that we will refund your donation if you are not satisfied with your investment. **This will be a fun filled and valuable session!**

Microsoft Office, what are all those programs and what do they all do. 2.5 hour class, August 23, 2018 12:30— 3:00 pm (Dan Feinberg, Instructor)

Office is the worlds most widely used suite of programs for both business and personal use. Included in Office are programs such as Word, Publisher, Excel, Access, One Note and PowerPoint, some versions also include Outlook. But what do all those programs do and when should I use them. For example learn when to use Word and when to use Publisher instead, when to use a calculator or when to use Excel. Learn what they do and the basics of using the most popular apps/programs in Office 2016.

Microsoft Word and Publisher, Why are there two different word processing programs in Office and when and how to use them. Sept 27th, 2018 2.5 hour class 12:30—3:00PM (Dan Feinberg, Instructor)

A more in depth class that will teach you how and when to use Word or Publisher, the differences between them and how to choose which one to use. Learn to format text files and change fonts, colors and add basic graphics to your document in Word and then use your word file in Publisher and add impressive formatting and graphics for everything from a report, a flyer, poster or even a full graphics laden magazine.

\$40 donation for all one day seminars

Note, watch for notices on additional classes and seminars



Vista Hermosa Aquatics Center 987 Avenida Vista Hermosa, SC. In the “Friends” room
Call to reserve your place. Please tell us if you will bring your own computer or if you want to reserve one of our notebooks

Email: Sccybercafe@outlook.com or Phone: (949) 276-8866