

# Computer Basics

*No fees charged – totally free to all  
unemployed and under-employed!!*

- *Walk-ins welcome or reserve a time*
- *Learn at your own pace – Tutorial software available*
- *Learn basic computer use (mouse, keyboard functions, printers), typing skills, MS Windows, Microsoft Word 2007, Microsoft Outlook 2007, Basic Spreadsheet use (Excel 2007), Email and the Internet*
- *WCTC Instructors always available to help!!*

## Questions??

*Please call 262-691-5159 or stop in during class hours*

### WCTC Computer Skills Center

Room W-112

Workforce Development Center

892 Main St.

Pewaukee, WI 53072

*To reserve your session times*

**Call 262-695-7848**

(starting August 18th for reserving sessions beginning August 25<sup>th</sup>)

**Monday to Friday 8:00-4:30**

**Two sessions available each day – 9:00 AM or 11:30 AM**

**Open until 2:00 PM Monday through Friday**

## Fall Semester

**August 25th – December 20th**

(Start anytime during the semester)