

# Computer Basics

## Assistance for the Unemployed and Underemployed

- *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, Windows 7, Microsoft Word 2007 or 2010, Microsoft Outlook 2007 or 2010, Basic Spreadsheet use (Excel 2007 or 2010), Email and the Internet*
- *Be able to write your resume and conduct a job search with confidence*

(\$4.00 fee per semester – payable at first class or call 691-5578 and register for CRN 22201)

*WCTC instructors always available to help*

### WCTC Computer Skills Center

Room W-112

Workforce Development Center

892 Main St.

Pewaukee, WI 53072

**Skills Center hours: 9:00 AM to 2:00 PM Monday through Friday**

*Students may walk in OR reserve a session time  
Reserved sessions are available at 9:00 AM or 11:30 AM*

**To reserve a session call: 262-695-7848**

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

**Spring Semester Starts Monday, January 23rd**  
(Start anytime during the semester)

**Questions??**

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