

Is this email real  
or a hoax?

How do I create a new folder?

# Computer Mini-Classes

Where's the  
enter key?

Time to broaden your computer skills? Perhaps you just have a couple of nagging questions about your email, or want to know how to create labels. Maybe you need to brush up on your typing!

The Federal Way Senior Center is now offering "Mini Classes": two-hour computer sessions on very specific topics.

Come to one; come to them all! Each class only costs **\$5.00** and includes any pertinent handouts; there are no textbooks.

To sign up for a class, please contact Larry Malcom at 253.839.5418 or registrar@federalwayseniorcenter.org . Information is also available at federalwayseniorcenter.org .

Can I make address labels?

## Class Descriptions and Dates

**Label Machine:** Using Microsoft Word, learn about the label feature and create everything from return address stickers to shipping labels. *Wednesday, Jan. 30; 1:00 to 3:00 pm*

**Hunt and Peck:** Do you need a typing refresher course? Get acquainted with the Mavis Beacon typing program and whip those fingers into shape. *Friday, Feb. 1; 9:30 to 11:30 am*

**Word Tricks:** Learn about some of the lesser-known features of Word, like the thesaurus, word count, find and replace, columns and tabs. *Wednesday, Feb. 6; 1:00 to 3:00 pm*

**Questions...I Have Questions:** You *know* it's been driving you crazy! If only someone would tell you how to put a new picture on the desktop, line up your icons or change your password. Find out answers to your burning questions at this "open forum". *Friday, Feb. 15; 9:30 to 11:30 am*

**Advanced Email:** Create email storage folders, learn tricks to tell if an email is real or a hoax, set a vacation notice, and more. Bring questions! Note: you should have an email account and KNOW THE PASSWORD to get the most out of this class. *Friday, Feb. 22; 9:30 to 11:30 am*

**How to Burn CDs:** you'll use software by Nero to practice burning both a music and a data/photo CD. *Wednesday, Feb. 27; 1:00 to 3:00 pm*

**Basic Computer Maintenance:** If your computer has ever suggested you "defrag" or you want to clean out unused programs or even empty your recycle bin, then this is the class for you. *Wednesday, Mar. 5; 1:00 to 3:00 pm*