

FREE

Technology Evening Classes

*Open to Claysburg Residents &
CKHS 9th-12th grade students*

Email & Microsoft Word

April 2nd and April 4th or
May 9th and May 11th

This class will help you learn the basics of email in Office 365. The second evening will cover the basic fundamentals of Microsoft Word of creating, basic editing, and saving a simple Word document.

Email/Microsoft Excel

April 16th and April 18th or
May 23rd and May 25th

This class will cover the basics of email using Office 365. The second night will cover the fundamentals of Microsoft Excel creating, basic editing, and saving a simple Excel spreadsheet.

**Class length is
2 nights
6:00-7:30 pm**

**Classes will be held at
Claysburg-Kimmel High
School**

**Registration is required but
classes are no charge!**

**Contact Michelle Guyer at
814-239-0326 or
mguyer@cksdbulldogs.com**

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