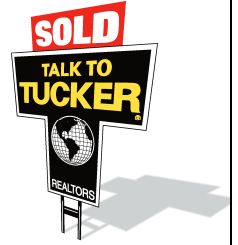




Tucker University Computer Lab Classes May - June 2011



All classes taught “hands on” at 9279 N. Meridian computer lab

Special Tucker pricing – only \$29 per class

Step by step instruction and handouts

Class size limited – call today to get registered

Earn 2 CEMS credits per class for Special Designation

Most classes also qualify for 2 hrs. elective CE for additional \$10

| Date & Day | Class |
|---|---|
| <p>May 12 Thursday 1:30 – 3:30 PM</p> <p><i>Hands On Training In Computer Lab</i></p> | <p>Blogging Made Easy! Create Your FREE Blog Site</p> <ul style="list-style-type: none"> • Learn what is a Blog • Learn how to Blog • Will create your own Blog site (like a web site) in class • Will add photos to your Blog site • Will review how to use Blog site to help promote your business and listings |
| <p>May 12 Friday 9 – 11 AM</p> <p><i>Hands On Training In Computer Lab</i></p> | <p>Photo Editing Made Easy</p> <ul style="list-style-type: none"> • How to adjust brightness, contrast and create special effects • Learn to “crop” and resize photos • How to “compress” or “shrink” photos for emails and BLC • Learn to create simple movie from your pictures to play at Open Houses • Will use Picasa 3 – FREE program by Google • GREAT Class for everybody! VERY SIMPLE TO USE <p>Will go through steps to submit and change photos in PropertyLinx 2</p> |

Call Michele Cardwell 317-571-2200, ext 130 to register

May and June 2011 Computer Lab Classes

| Date & Day | Class |
|--|--|
| <p>May 18 Wednesday 10:00 – 12:00 AM</p> <p><i>Hands On Training In Computer Lab</i></p> | <p>Put the WOW In PowerPoint (Intermediate Level)</p> <ul style="list-style-type: none">• Beyond the basics of PowerPoint• Learn to add backgrounds, graphics and pictures• Learn to add transitions and animations to add “Pop” to your presentation• Learn how to create a slide show within a slide show• Add Internet links to your PowerPoint• Learn to add graph from Trend Graphix• Learn to use “multi media” and “virtual tours” as part of your marketing plans |
| <p>May 18 Wednesday 1 – 3 PM</p> <p><i>Hands On Training In Computer Lab</i></p> | <p>Excel – Learn Formulas for Commission Calculations & More for the Real Estate Agent (Intermediate Level)</p> <ul style="list-style-type: none">• Learn to calculate commission and other formulas• Will receive a pre-made template with many formulas for Agents• Learn how to sort and filter columns of data• Learn how to add page titles and page numbers to all pages• Learn how to create a budget and then how to create spreadsheet to “track your business” |
| <p>June 9 Thursday 1:30 – 3:30 PM</p> <p><i>Hands On Training In Computer Lab</i></p> | <p>Learn to Share Docs & Calendars Through Google</p> <ul style="list-style-type: none">• Create and share your work online with Google Docs• Upload your files from your desktop• Share your calendar too ! Collaborate with others• GREAT for sharing docs, files and calendars within your team !! <p>It’s easy to get started and it’s FREE</p> |

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May and June 2011 Computer Lab Classes

| Date & Day | Class |
|--|--|
| <p>June 15 Wednesday 1:30 – 2:30 PM</p> <p><i>Hands On Training In Computer Lab</i></p> | <p>Outlook - Create YOUR Client Database</p> <ul style="list-style-type: none">• How to enter your names & addresses (Contact Info)• How to sort & categorize your Contacts• How to email to a Contact• How to get a map of the Contact address – VERY HELPFUL !!• EVERYBODY needs a way to organize client info easily FYI – Outlook syncs with most Smartphones |
| <p>June 15 Wednesday 2:450 – 3:45 PM</p> <p><i>Hands On Training In Computer Lab</i></p> | <p>Create Your BUSINESS Facebook Page</p> <ul style="list-style-type: none">• Create a Facebook business page and stand out• Will help you step by step create your Facebook business page• Watch your traffic grow after you create Facebook business page• Also learn some Facebook for business tips <p>Should know a little about Facebook basics prior to this class</p> |

- NEW -
ONLINE classes
see additional
schedule

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