

# Digital Literacy Series

Classes are held at the David B. Hermelin ORT Resource Center, inside the Jewish Community Center, 6600 W. Maple Road, West Bloomfield

**Introducing 4 new courses! Register today!**



## Stay Connected to Family & Friends!

Learn computer and social media basics to keep up with loved ones, friends, and former colleagues.

**New!**

FEB 19

### Microsoft Word 2010 for Beginners

Learn basic functions of everyday word processing and useful tips for file management. (11 a.m.-noon)

**New!**

FEB 26

### Microsoft Excel 2010 for Beginners

Understand the basic functions and formulas for simple charting. (11 a.m.-noon)

MAR 5

### iPhone/iPad Fundamentals\*

Discover amazing features and apps on the iPad and iPhone. (11 a.m.-noon)

MAR 12

### iPhone/iPad Photography

Make the most of your camera with simple steps to take and share photos. (11 a.m.-noon)

**New!**

MAR 19

### File Organizing Solutions

Learn to create and use folders for file organization. (11 a.m.-noon)

**New!**

MAR 26

### Getting Started with Facebook

Learn about profiles, privacy, uploading photos and videos, joining groups and more. (11 a.m.-noon)

\*Participants are welcome to use their own devices.

**Only \$10 per one-hour class! For more info, call 248-432-5411.**

## Pre-Registration Required for 2018 Digital Literacy Series

### Microsoft Word 2010 for Beginners

Monday, February 19 • 11 a.m.-noon

### Microsoft Excel 2010 for Beginners

Monday, February 26 • 11 a.m.-noon

### iPad/iPhone Fundamentals

Monday, March 5 • 11 a.m.-noon

### iPhone/iPad Photography

Monday, March 12 • 11 a.m.-noon

### File Organizing Solutions

Monday, March 19 • 11 a.m.-noon

### Getting Started with Facebook

Monday, March 26 • 11 a.m.-noon

Name Phone

Address

City State Zip

E-mail

**Number of Courses:** \_\_\_\_\_ @ \$10/course **Total Fee:** \_\_\_\_\_

**Please make check payable to JVS and mail it with registration form to:**  
 Hermelin ORT Resource Center, 6600 West Maple Rd., West Bloomfield, MI 48322  
 All courses must be paid for in full five days prior to start of class. Limited seating.

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within 3 business days after signing a contract with the school. All tuition and fees will be refunded, if requested in writing, prior to the first scheduled class meeting. All refunds shall be returned within 30 days. No refunds will be granted after the first scheduled course meeting, or 3 business days after signing a contract with the school, whichever is later. However, students will be given the opportunity to repeat or attend another session of the same course on a space available basis. This policy shall adhere to the refund policies of applicable state, federal and accrediting agencies.