



ENRICHMENT CLASSES **Nov 2019**

Every Friday: **G Suite – Google’s Free Applications**

8 Google Drive Crash Course

Beginners! Explore Google's cloud-based storage application. Learn how to organize and find your files! Learn how to safely store and access digital files, create new folders, and share their items with others. No prior knowledge needed.

15 Google Docs for Beginners

Learn the differences between Microsoft Word and Google Docs. Discover how to create basic documents, navigate through the menus, and collaborate on a document. Most jobs require applicants to be familiar with Google Applications. No prior knowledge needed.

22 Google Sheets Simplified

Learn the basics of Google Sheets and how it compares to Microsoft Excel. Explore ways to utilize the spreadsheet, organize data, and collaborate on a Google Sheet. Go over basic formulas, cell formatting, and sharing properties. No prior knowledge needed.

29 Thanksgiving Break

9 a.m. to Noon

Friday Location

Ventura County Area Agency on Aging (VCAAA)

646 County Square Dr.

Ventura, CA 93003

G Suite –Google’s Free Applications is being led by Kari Hoffman, VACE Instructor.

When/Where?

Classes meet Fri. mornings at the VCAAA, 646 County Square Dr., Ventura, CA 93003, from 9 a.m. to noon. Register in the classroom.

How to enroll?

Students show up at the classroom and complete an enrollment form prior to class.

Need a Current Calendar?

For a current calendar, visit the News page at the VACE website below:

AdultEdVentura.edu

Need more information?

Call Ventura Adult and Continuing Education (VACE)
805.289.1744