

Making Technology Easier to Use

FRA offers ongoing classes to the General Public

The following are new upcoming overview classes for early 2020:

Writing Essentials:

Learn how to use the computer to make reading and writing easier for individuals with reading and spelling challenges.

Date: Thursday, January 30, 2020

Time: 3:30 -5

Cost: \$25.00

Google: Gmail, drive and docs

Learn how to create a google email and drive to more effectively communicate and save information. Learn the basics of Google Docs to create, edit and share documents.

Date: Monday, February 10, 2020

Time: 3:30 - 5

Cost: \$25.00

Microsoft EXCEL:

Review use of Excel for basic office needs to track things, create charts and how to manage information.

Date: Tuesday, February 25, 2020

Time: 3:30 - 5

Cost: \$25.00

**TO REGISTER FOR A CLASS or for further information, PLEASE EMAIL:
frontdesk@frainc.org**