

# ITEC UPGRADES

## Free Computer Skills Workshops

### March 2013 Schedule

#### Staying Connected with Facebook

Reunite with loved ones through the popular social networking site!  
*Students must have an e-mail address and be able to send e-mail without assistance*

Saturday, March 9 at 1:00 pm - 3:00 pm | Thursday, March 21 at 6:00 pm – 8:00 pm

#### Saving Your Memories in a Digital World

*Learn how to upload, save, manage and share your photos!*

Thursday, March 5 at 6:00 - 8:00 pm | Saturday, March 23 at 1:00 - 3:00 pm

#### Making the Most of Your Gmail Account

Boost your Gmail functionality beyond just sending e-mail!  
*Students must have a Gmail account and be able to send e-mail without assistance*

Saturday, March 16 at 1:00 pm - 3:00 pm | Tuesday, March 26 at 6:00 - 8:00 pm

#### LinkedIn 101

Learn how to professionally network online!  
*Students must have an e-mail address and be able to send e-mail without assistance*

Thursday, March 7 at 6:00 pm - 8:00 pm | Tuesday, March 19 at 6:00 - 8:00 pm

#### Learning the Keys and Navigating the Mouse

Type more efficiently and control the computer more effectively!

Tuesday, March 12 at 6:00 pm - 8:00 pm | Thursday, March 28 at 6:00 - 8:00 pm

#### Becoming an Explorer of the World Wide Web

Have fun while safely exploring the World Wide Web!

Thursday, March 14 at 6:00 pm - 8:00 pm

*Increase your technology skills for work and home with these short, easy classes. Join us at the Foster Community Center and experience more from your computer!*

All classes are located at the  
**Foster Community Center**  
200 North Foster Avenue, Lansing, MI 48912  
Call **517.708.4392** or e-mail  
**[marshall@iteclansing.org](mailto:marshall@iteclansing.org)** to register today!