



One-to-One Computer Training

Learn computer skills on your schedule.

Do you need to learn how to use the computer? Or are you ready to upgrade your skills? If you are too busy to attend a traditional class, then try our hands-on, one-to-one computer training sessions.

Individualized training for all skill levels is available by request at the Penn State Wilkes-Barre campus in Lehman or at your workplace.

Topics

Microsoft Office 2010

- Word
- Excel
- Access
- PowerPoint
- Outlook

Windows 7 Professional

AutoCAD 2011

Other topics upon request

Penn State on your résumé—It Shows

To discuss how one-to-one training could meet your needs, please contact Penn State Wilkes-Barre Continuing Education at 570-675-9253 or by e-mail at wbce@outreach.psu.edu.



www.wb.psu.edu/CE | wbce@outreach.psu.edu | 570-675-9253