

**Computer Literacy Classes Wednesday 6:30-8:30 pm at Waltham Public Library**  
**735 Main Street Waltham (781) 314-3425**  
**Classes offered by Saheli, Support and Friendship South Asian Women**  
[www.saheliboston.org](http://www.saheliboston.org)  
**Schedule for Winter 2010**

<b>Class #</b>	<b>DATES</b>	<b>CLASS TOPIC</b>	<b>NAMES OF VOLUNTEER TEACHERS</b>
<b>1</b>	<b>10/06</b>	Introducing and understanding the computer: Files, folders, drives , desktop, My documents	Neha, Samantika, Deepika
<b>2</b>	<b>10/13</b>	How to browse the Internet using browsers	Neha, Matisha, Deepika
<b>3</b>	<b>10/20</b>	How to find specific information, news and weather, bookmarks	Neha, Matisha, Deepika
<b>4</b>	<b>10/27</b>	How does email work, userid, passwords, setting up accounts, sending and receiving mail	Neha, Sudipti, Matisha, Deepika
<b>5</b>	<b>11/03</b>	Email reply, forward, saving and deleting.	Chytra, Sudipti, Matisha, Deepika
<b>6</b>	<b>11/10</b>	Email attachments, multiple recipients	Matisha, Chytra, Samantika, Deepika
<b>7</b>	<b>11/17</b>	Word-Create your first Word document- your family	Ram, Matisha, Deepika
<b>8</b>	<b>12/01</b>	Word-Edit Text-Text effects, Grammar, Spellings, Paragraphs	Mala, Ram, Deepika
<b>9</b>	<b>12/18</b>	Word-Bullets and numbers, Sample Resume	Mala, Ram, Deepika
<b>10</b>	<b>12/15</b>	Excel- Opening and understanding a spreadsheet	Mala, Ram, Deepika
<b>11</b>	<b>12/22</b>	Excel-Create a spreadsheet, formulas, use of charts	Mala, Ram, Deepika
<b>12</b>	<b>01/05 Certificates Today</b>	Excel- Sample household budget.	Ram, Samantika, Deepika

Class is open to all students who want a beginning experience with computers. Students who attend ten classes will be given a certificate of completion. You are requested to sign up for class at the reference desk. Students who are not signed up will be accommodated if space is available. For more information send email to [sahelihelp@gmail.com](mailto:sahelihelp@gmail.com) or call (1-866-472-4354).