

*The Mobile Computer Lab Offers **Free Virtual**
Computer and Internet Classes
for Plano ISD Parents*

**April 2021 Classes for Parents
through Zoom. Thursdays 6 - 7:30 p.m.**



Link for all the March Classes : <https://tinyurl.com/y2q8v8qb>

Meeting ID: 857 8636 0628

Passcode: e8zikG



Prerequisite for Excel & PowerPoint: Basics of Microsoft Word

April 1: Basics of Microsoft Excel. Class 5: Format, classification, view, and management of pages.

April 8: Basics PowerPoint 2016. Class 1: Create a new presentation. Create and add slides. Create a presentation with images from the Internet. Start your formatting.

April 15: Basics of Microsoft PowerPoint. Class 2: Create a presentation with images from your phone or USB. Insert text boxes, frames and colors to your presentation. Continue formatting your presentation.

April 22: Basics of PowerPoint 2016. Class 3: Insert videos. Add transitions and animations. Organize and finish your presentations.

April 29: Basics Google Drive. Class 1: (Prerequisite: Intermediate email skills). Introduction, uses, access, navigation and exit of Google Drive. Create documents and folders. Share documents.

Questions or Help Connecting or downloading the Zoom App?

Please contact Clarissa Carter in advance

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office: 469-752-5398

Cell phone: 214-531-1802



*Happy Spring to all Plano ISD families!!!
Take good care of yourselves and
see you in class!
Ms. Clarissa*