

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

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



Link for the January Classes: <https://tinyurl.com/y8mrq99j>

Meeting ID: 885 5743 8375

Passcode: KMzYm5

Try to connect 15 minutes early if you think you may have difficulties connecting.

Thursday January 14th, 2021

Basics of Microsoft Word 2016. Class 1

Identify and use different Microsoft programs (Word, Excel, PowerPoint). Create and save documents in Word.

Thursday, January 21, 2021

Basics of Microsoft Word 2016. Class 2: Writing Excuse Letters

Navigation buttons. Save your changes. Explore letter types, sizes, and colors. Create an excuse letter for when your kids miss school.

Thursday, January 28th, 2021

Basics of Microsoft Word 2016. Class 3: Create A Flyer.

Learn how to select, copy, paste, and insert. Create a flyer for your business.

**Questions or Help Connecting or downloading the Zoom App? Please contact Clarissa Carter
in advance**

Email: clarissa.carter@pisd.edu

office: 469-752-5398

Cell phone: 214-531-1802



*We wish you a very HAPPY 2021!
Please take care, and see you in class!!!!*

Ms. Clarissa