

The CENTER FOR TUTORING and ACADEMIC SUPPORT  
(CTAS) presents a **FREE** Workshop

*Open to all current QCC students & Staff*

# Understanding Computer Basics for Success at QCC

Get all your tech questions answered!

## MS Office 365 topics include:

- Creating PowerPoint slideshows
- Working with MS Excel files
- Formatting text, paragraphs, & pages
- Working with templates
- Using shortcuts
- Incorporating photos & diagrams into your documents
- Saving & sending documents on different platforms

## Other topics include:

- Zoom skills for online classes and tutoring
- Accessing & using Brightspace
- Connecting to Wi-Fi across campus
- Logging in to your CUNY & QCC accounts
- Using AI ethically for school projects

Bring your own “how to” questions to the workshop!



No Registration Necessary!

Every Wednesday during club hours\* from 12pm – 1pm

\*when classes are in session

Library Building, First Floor, Room L-113