

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 1pm – 2pm

***when classes are in session**

Library Building, First Floor, Room L-113

**Starts
September
16th**