

Private Computer Classes

One-on-One Computer Training

Detail computer training available for those in need of Basic Computer Operation Skills

Sign up by Phone or Online! (Homepage) <http://freshgospelmusiclessons.netfirms.com/>

1-on-1 Private Lessons!



Level 1 Training

- Handling the mouse (Left & Right click options)
- Computer keyboard management
- Computer parts identified
- Peripheral parts identified
- Desktop icons explained
- Using Task bar icons & configurations
- Using Start menu & programs
- Windows interface features explained
- Using menus
- Using Windows explorer features
- Opening & saving documents
- Using Control panel features
- Wallpaper & screensaver configuration
- Understandings computer specifications

Contact **Pastor D** for Phone-meeting Email:
reachpastord@msn.com - reachpastord@gmail.com

404 549-7944

Microsoft Word (Text processing)
Primary program used for documents management. Microsoft Publisher for designs

Basic Instruction sheets available as necessary

One Lesson each Week! Must bring a **USB Flash Drive** to all lessons to receive, save, and present homework

Level 2 Training

- Locating missing documents
- Computer cleaning & maintenance
- Creating, moving, renaming folders
- Installing & uninstalling software
- Basic PC trouble-shooting
- Searching the Internet & using Email

Microsoft Word (Software)

- Using the standard features
- Using templates
- Using advance menu features
- Opening & saving documents
- Customizing documents

D.Y.H Do Your Homework

Desktop Publishing

Beginner & Advance

Lessons on designing

- Business documents
- Flyers
- Brochures
- Business cards
- Brochures
- Letter heads
- Post cards
- Assorted labels
- CD/DVD Covers
- Book covers
- Certificates

For Ministers of the Gospel

- Creating effective sermon outlines
- Design Bible study outlines
- Design Church programs
- Design Bible tracts
- Design Bible questionnaires
- Design training manuals
- Design business documents
- Design all types of literature
- Using Email & searching the Internet
- Systematize & organize your computer

Is there a lot of homework?

What do you think?

YES! (Weekly)

Flyer date: January 1, 2009

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Additional Training Available

To Pastors

Do you need advice on starting a CD Sermon library?

Do you need help on constructing more effective sermon outlines?

Call me when you are ready!

Advice on starting a CD Sermon ministry Preparation

- Understanding the make up of a CD Sermon Ministry
- Advantages & Disadvantages of recording unto Cassettes & CDs
- Choosing the appropriate Recording equipment
- Choosing the proper media type (CDs, cassettes, etc.)
- CD cover designs options
- Understanding the printing process

Also: Lessons on how to improve your media designs

Location Information

- **Place:** Residential Home
- **Area:** Thomasville community (Southeast Atlanta)
- **Address:** 1819 Thomasville Dr. SE Atlanta, Ga. 30315
- **Also in this area:** McDonald Blvd, Moreland Avenue (South), Thomasville Heights Apartments, Atlanta Federal Penitentiary, Star-Light Drive-in (Outdoor Movie), Thomasville Park, Thomasville Elementary School.
- **Marta Routes:** 49 McDonald, 4 Thomasville, 48 Thomasville



For Appointments
Contact Pastor **D**
404 549-7944

Email: reachpastord@msn.com
reachpastord@gmail.com



No calls before 9:30 am or after 9:00 pm

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