Self-Paced Learning
Individualized learning where you control the pace of your learning.

Improve your skills in the following programs:

**Windows:**
Get acquainted with using a computer by building your skills. Learn to use a mouse, print and more!

**Word:**
Letters, reports, flyers, invitations, its all easier with Word.

**Outlook:**
Want to learn how to email your co-workers, friends and family? Learn a fun and easy way to send attachments.

**Excel:**
Learn about spreadsheets and how they can work for you.

**PowerPoint:**
Tired of flip charts and overheads? Come learn how to create a PowerPoint presentation.

**Internet:**
Learn what the Internet is and how to navigate it, so you can stop wandering around.

**Typing Skills:**
Improve your typing skills with Mavis Beacon Typing Tutorial.

Open Computer Lab Hours
Wednesday & Thursday
12:30—5:30pm

Convenient Hours: Drop In after your shift (this opportunity is offered during non-working hours)

High Speed Access available during open lab to check email, job postings etc

Classroom Location:
109 E. Madison, 2nd Floor, Room 2140

For more information, contact:

Plant Academy
(734) 763-6355

http://www.plant.bf.umich.edu/director/Academy/