



Springfield
Urban League, Inc.

*Changing Lives.
Building Communities.*

P R E S S R E L E A S E

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FOR IMMEDIATE RELEASE

URBAN LEAGUE TECHNOLOGY CENTER OFFERS FREE COMPUTER CLASSES

Springfield, Illinois, October 7, 2004 - The Springfield Urban League's Community Technology and Training Center has announced the start of its fall/winter program, which began on Monday, October 4.

Each Monday from 10 AM to Noon, participants will be trained in Microsoft Word, Excel, Outlook, Access and Power Point software. The class schedule follows:

- October 4, 2004 through November 8, 2004 participants will learn Microsoft Word techniques involving editing documents, formatting text, working with lists, sharing document and producing mass mailings.
- November 15, 2004 through December 13, 2004 will be devoted to learning Excel software, including creating workbooks and worksheets, building formulas, working with charts, managing worksheet data, and analyzing data.
- December 27, 2004 through January 24, 2005 will see participants learning Outlook software, creating e-mail messages, creating and using contacts, managing schedules, and managing messages.
- January 31, 2005 through February 28, 2005 will be devoted to Access techniques, including creating and formatting tables, relating tables, organizing information and working with queries.
- March 7 and 14, 2005 will wrap up the class schedule covering Power Point pointers in creating and running a presentation.

On Wednesdays, from 1 PM to 4 PM, Digital Society services and Graphic and Web Design will be offered on the following schedule:

- Classes on Digital Society techniques like e-mail, e-resumes, e-portfolios, e-information, e-finance and e-information will be held from October 6, 2004

through December 22, 2004, and again on February 9, 16 and 23, 2005.

- Six classes on Graphics and Web Design will be held from December 29, 2004 through February 2, 2005.

These classes are free and open to the public, funded by grants from SBC Illinois and the Illinois Department of Commerce and Economic Opportunity.

In addition, individuals interested in working on self-paced GED studies, Internet/Intranet services, or seeking employment using SUL's computerized Job Resources Center can do so any Monday through Friday, from 9 AM to 5 PM. Although walk-ins are welcome, registration is recommended in case there are schedule changes.

Classes are held at SUL's main administration building, located at 100 North Eleventh Street, Springfield. Call the Urban League office at 789-0830 for more information or to register for any of the above classes.

The Springfield Urban League began in 1926 as an advocate to improve the quality of social and economic life for people of color and disadvantaged individuals. The League operates numerous programs in pursuit of its mission.

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October 7, 2004