

Brown Bags & Bytes



Bring your lunch and get some **FREE** bytes of knowledge to help you work more proficiently with the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher, and Access). Learn some shortcuts to save you time, and get answers to some features that are frustrating you when you use these programs.

Brown Bags & Bytes will meet the **first Thursday** of each month, **12:15pm to 12:45pm** at the YWCA of Westmoreland County located at 424 N Main St, Greensburg, PA. There is **FREE** parking. Reservations are required. Call 724-834-9390 today to reserve a seat! A drawing will be held each month for a free computer class for those attending.

Free knowledge, free parking, it's the best deal in town!

Meeting Dates & Topics

- Aug. 7, 2008** What are PDF files and how would you create them?
- Sept. 4, 2008** Work faster by customizing toolbars and determining the program to use to create your files for greater flexibility of the data.
- Oct. 2, 2008** Why YOU should be using Internet Explorer 7.0 and become familiar with "tabbed browsing."
- Nov. 6, 2008** Why it is important to download and install Windows or Vista updates.
- Dec. 4, 2008** Mail Merge

Registration is required. Call 724-834-9390 to register.
Club meetings are the first Thursday of every month from 12:15 pm - 12:45 pm.

The purpose of the YWCA Technology Center is to ensure that all people, especially women and girls, have access to computer technology that is often necessary for success at work, school and home.

**eliminating racism
empowering women
ywca**

YWCA of Westmoreland County
424 North Main Street ♦ Greensburg, PA 15601
Phone: 724 834-9390 / Fax: 724 834-9391
E-mail: Technology@ywcawestmoreland.org
Web Site: www.ywcawestmoreland.org