

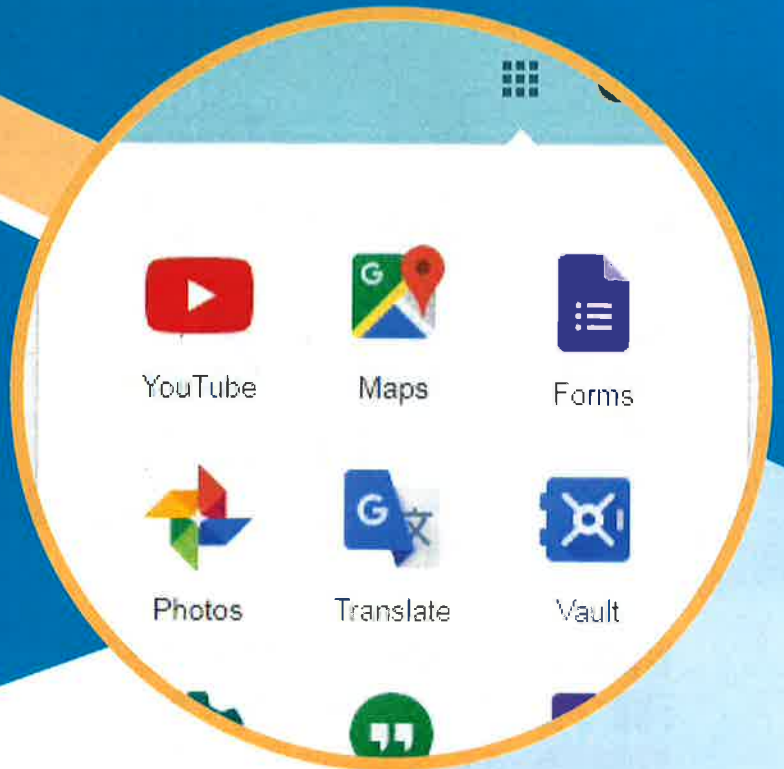


VENTURA ADULT AND  
CONTINUING EDUCATION

# GOOGLE ACADEMY

AT THE AMERICA'S JOB AND CAREER  
CENTER OF CALIFORNIA IN OXNARD

America's **JobCenter**  
of California



## LEARN GOOGLE WORKSPACE FOR FREE

Taught by a Google Certified instructor, VACE's Google Academy provides hands-on practice with free Google Applications in preparation for personal, school, or workplace use. Seating for this class is limited!

Thursday 8 AM - 5 PM

**New Workshops!**  
**See back of flyer!**

2901 N. Ventura Road  
3rd Floor, Timber Room  
Oxnard, CA 93036

## Google Academy includes

- Google Doc, Sheets, Slides, & Forms
- Gmail & Google Calendar
- Organizing files in Google Drive
- Using Google to get a new job
- Digital collaboration using Google in the workplace
- Event planning
- Building an online business



TO ENROLL CALL  
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Free!

# SWIFT AND EASY COMPUTER WORKSHOPS

**WORKSHOPS MEET EVERY THURSDAY  
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STARTING SEPTEMBER 7, 2023**



### MICROSOFT EXCEL

- Part 1 - Formula & Function Basics
- Part 2 - Introduction to Advanced Formulas
- Parts 3 & 4 - Charts & Other Useful Features



### PROFESSIONAL POWERPOINT

- Part 1 - Create Professional Presentations & Photo Albums
- Parts 2 & 3 - Images, Animations, Hyperlinks, & More



### MICROSOFT WORD

- Parts 1 & 2 - Mail Merge for Letters, Envelopes & Labels
- Part 3 - Creating Newsletters



### MICROSOFT ACCESS :

- Introduction to Databases



**AMERICA'S JOB  
CENTER OF  
CALIFORNIA**

2901 N Ventura Rd Suite 3,  
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**805.654.5000**

To register and/or for more information, contact  
Cindy Dorn at [Cindy.Dorn@AdultEdVentura.edu](mailto:Cindy.Dorn@AdultEdVentura.edu)  
Registration can also be done immediately before  
each workshop, starting at 1:00 p.m.