

# KITSAP NETWORKING SERVICES, INC. & SEQUIM I.T.

Professional IT Services for Kitsap County & Sequim

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## I.T. Workshops

**WHO:** Whether you are a local retiree looking to join the technology revolution, or a manager looking to educate your staff, we have a class that will work for you! Our classes are available for the public as well as for local businesses and are a great way to educate yourself about tech skills.

**WHAT:** We offer basic to intermediate-level classes that cover a variety of topics. Our IT workshops typically last 1.5-2 hours, depending on class size and topic. Class sizes range from small to large and can include personalized curriculum.

**WHERE:** Most of our classes are hosted in our Sequim Training Center, located at our Sequim office (136 South 2nd Avenue). For larger groups and local business trainings, one of our techs can come to you to provide convenient, onsite training.

**WHEN:** Depending on registration, two class sessions will be held every Thursday at 10 AM & 2PM.

**HOW MUCH:** Session pricing varies depending on class size and type. Individual rates for the public are \$100/class per person. Discounts are available for groups - If you are interested in a workshop for a larger group, please contact us to discuss our pricing!

**REGISTRATION:** Call our office to register for a class, discuss pricing, or ask for more information. Registration is required for all classes, must be done at least 24 hours in advance, and is on a first-come first-served basis. Payment is required upon registration. Because of the limited class sizes, classes are non-refundable; however, reschedule requests can be made up to 24 hours in advance.

## Current Class Options & Descriptions:

### **I.T. Essentials (Safeguarding Your Computer Experience)**

- Safe internet browsing – safe devices, email security, internet security, avoiding fraudsters
- Virus protection malware
- Data backup
- Maintenance – computer updates, cleaning out hard drive, system checks
- Secure Passwords

### **Microsoft Excel Basics (Office 365 Class) / Intermediate Excel**

- Getting Started – understand the display screen & toolbars, explore tabs, manage workbooks.
- Entering Data
- Using Formulas
- Working with Constant Values & Formulas
- Formatting Worksheets
- Modifying Columns & Rows
- Editing Workbooks
- Printing Worksheets

### **Outlook Email Basics / Intermediate Outlook**

- Messages – composing, responding, managing
- Calendar
- Contacts
- Tasks and Notes
- Customizing your Outlook Environment

### **Word Basics / Intermediate Word**

- Understanding the Toolbar
- Formatting, Headers and Footers
- Inserting Spreadsheets
- Layouts and Templates
- Mail Merges
- Customizations

### **PowerPoint Basics / Intermediate PowerPoint**

- Understanding the Toolbar
- Slideshow creation – themes, design, formatting
- Importing Data
- Advanced graphics – embedded graphics, videos, and transitions

### **Photo Basics (using Smartphones)**

- Taking pictures
- Editing basics
- Organizing and storing
- Sharing photos

### **Smartphone Basics (separate classes for iPhones and Androids)**

- Buttons on smartphone; swiping
- Charging your phone
- Data, service, and Wi-Fi
- Apps – downloading, using, deleting
- Texting and using the keyboard
- Phone calls, and Facetime calls
- Using your camera

### **The Ransomware Virus:**

- What is ransomware?
- How it comes in, how to remove it, how to prevent it
- How to respond to cyber attacks

### **Additional Class Options:**

Social Media Class

Digital Organization Class

Other class topics available upon request – we will do our best to accommodate you!

**Thank you for choosing Kitsap Networking Services, Inc. and Sequim I.T. for all things I.T. We appreciate your business and look forward to hearing from you soon!**