

# Sep. Computer Class for Foreigners

2024

Application	Aug. 11 <sup>th</sup> (Sun) ~ Sep. 11 <sup>th</sup> (Wed)	
Orientation Date & Time	Sep. 12 <sup>th</sup> (Thu) 13:30~14:00	
	Please bring your own laptop if you want to study with it.	
Day	Thursday (A total of 6 lessons.) Free to lend our laptops.	
Time	13:30~15:00	
Date	Sep.	19, 26,
	Oct.	3, 10 17 24
Contents	<ul style="list-style-type: none"> <li>■ Basic computer operation (Usage of the mouse, keyboard, input the words and etc.)</li> <li>■ MS Word Beginner (Usage of Word, how to make the name cards, seasons post cards, flyers and etc.)</li> <li>■ MS Excel Beginner (Usage of Excel, how to make household expense, name lists, calendars and etc.)</li> <li>■ PowerPoint Beginner (How to create presentation documents, slide show and etc.)</li> <li>■ Internet Beginner (Usage of a home page, search function and etc.)</li> <li>■ Digital photo・Video Beginner (Organize・Correct the photos, edit the video and etc.)</li> </ul>	
Target	<b>Foreigners who can read Hiragana and Katakana.</b> There is available vacancy for Japanese.	
Fee	¥5,000 (6 one-on-one lessons) Once paid, no refund.	
Place	Yumeooka Office Tower 13F Konan Lounge Classroom	
Limited to	First 10 applicants.	
Application	Come or call, please tell us your name, living ward, contact number, nationality, and if you want to study with your own laptop or use ours.	
Sponsor	Yokohama Konan International Lounge TEL: 045-848-0990 Yokohama-Shi Konan-Ku Kamiooka-Nishi 1-6-1 Yumeooka Office Tower 13F	