





COMPUTER ROOM

SCHEDULE

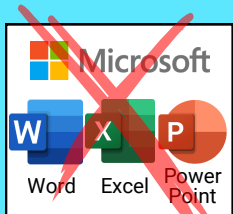
JUNE 1 - JULY 17, 2026

Monday	Tuesday	Wednesday	Thursday	Friday
 One-on-one Help (by appointment only) 	9:30 - 11:00 AM Google Docs/Sheets/Slides ♥ 11:00 - Noon Open Lab ♥ 1:30 - 3:00 PM One-on-one Help ♥ 3:00 - 4:00 PM Open Lab	9:30 - 11:00 AM Learning Canva ♥ 11:00 - Noon Open Lab ♥ 1:30 - 3:00PM Canva Lab ♥ 3:00 - 4:00 PM Open Lab	9:30 - 11:00 AM Canva Crafts ♥ 11:00 - Noon Open Lab ♥ 1:30 - 3:00PM Canva Crafts ♥ 3:00 - 4:00 PM Open Lab	 Computer Lab CLOSED 

****See reverse side for class descriptions.**

Google Docs, Sheets, & Slides

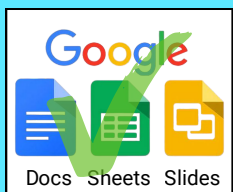
Tuesdays
9:30 - 11:00 AM
June 2 - July 14, 2026



In this hands-on class, participants will learn the basics of **Google Docs, Google Sheets, and Google Slides** – free online tools for creating documents, organizing information, and making presentations.

Topics include:

- typing and formatting documents
- creating simple spreadsheets
- designing slideshows
- saving work automatically
- and sharing files with others



The class is **beginner-friendly** and designed to help participants feel more confident using Google's online tools for everyday tasks.

Learning Canva

Wednesdays
9:30 - 11:00 AM
June 3 - July 15, 2026

Canva

What is CANVA?

Canva is an online design program for creating flyers, cards, calendars, photo projects, videos, etc. using ready-made templates and drag-and-drop tools. No design experience is needed!

In this beginner class, participants will learn the basics of using **Canva**, including how to:

- choose templates
- add and edit text
- insert pictures and graphics
- customize colors and layouts
- and create fun personalized projects

This class is **designed for beginners** and focuses on hands-on practice in a relaxed, supportive environment.

Canva Crafts

Thursdays
9:30 - 11:00 AM
or
1:30 - 3:00 PM
June 4 - July 16, 2026



The **Canva Crafts** class is a fun, creative follow-up for participants who have already completed the Learning Canva class and are ready to put their skills into action!

Each week, participants will create a different hands-on project using Canva, such as greeting cards, decorations, gifts, organizers, seasonal crafts, and more.

This relaxed class focuses on **creativity, practice,** and **having fun** while exploring new ideas and techniques in Canva.

Lab Times

What is Open Lab?

Open Lab times are times when any Delos Participant can use the Computer Lab and/or Megan's assistance on a first-come, first-served basis.

What is Canva Lab?

Canva Lab is a time when participants who have learned to use Canva can come in and work on any Canva projects.

For more information or to sign up contact **Megan Law.**
(620) 662 - 0111 or mlaw@delosrcenter.org