



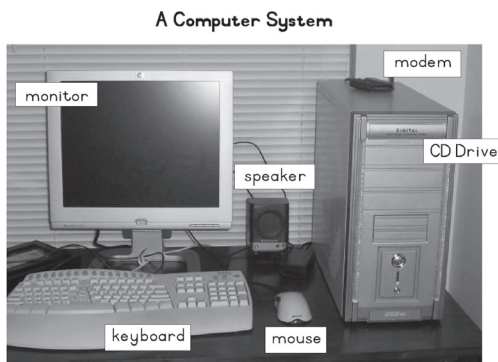
Court Appointed Special Advocates Micro Learning Event

Confounded by the Computer? Let us help!

Friday, December 4, 2009

2:00 p.m. until 4:00 p.m. PCJCC Training Center Computer Lab

Calling all computer users! If you are reading this, that means you have mastered the art of downloading pdfs and using these friendly and simple documents to communicate quickly and easily without the paper. If you are still in the learning stages in working with your computer and would like to learn some tricks and tips to help make ALL your CASA communications quick and easy, we have the training for you! On Friday, December 4, from 2 to 4 pm, we will be holding a HANDS-ON training in our IT training center (you will have access to a computer at which you can practice and go through the training exercises.) Topics will include: Basics for Word (make Court Report writing your friend) secure upload procedures and troubleshooting for newbies, understanding CASA communication strategies (attachments from CASA).



**We're going to
make this fun and
easy... promise!**

RSVP: Maria Romero at 740-5024 or
maria.romero@pcjcc.pima.gov by
5 p.m. by Wednesday, November 25

