

Intro to Microsoft Excel 4-Week Courses

Session 1
Completed
October 21 - 8:30pm

Session 2
October 21 - 8:30pm
6:30 - 8:30pm

Session 1: What Microsoft Word is to words and letters, Microsoft Excel is to numbers. This class shows you the basics of how to use Microsoft. Some of the topics covered are adding up columns, basic formulas, sorting data, tips and tricks, graphs and charts, filtering, copying and pasting, find and replace, and freezing panes. Fun in-class exercises include creating and maintaining lists, and setting up a budget.

Session 2: This Excel class is a continuation of part 1 and continues to show you how to use Microsoft Excel. Some of the topics covered are adding up columns on large spreadsheets, import files, conditional formatting, formulas, functions, pivot tables, encryption, templates, copy cell from another spreadsheet, merging data from another file, and tips and tricks. Fun in-class exercises and importing/merging files will be covered.

To Register, go to: ChelmsfordCommunityEd.com

What's new at Chelmsford Community Education this week

Chelmsford Community Education has some great classes starting in the next few weeks:

- Come take an excel class
- Learn to connect with your guardian angels
- Give your child the gift of chess
- De-stress and re-center with yoga
- Explore the world of professional voice over
- Learn how to pay for college

To learn more about these amazing classes and many others beginning in November and December, go to: ChelmsfordCommunityEd.com or call 978-251-5151 x6091

Etiquette and Social Skills Workshops for Children & Teens

Give your child a strong foundation in social graces, dining etiquette and interpersonal skills. Our goal is to empower them with confidence and propel them towards personal and professional success.

Register at: ChelmsfordCommunityEd.com

- Children's Dining Workshop (Grades 4-7) Completed
October 7th
- Children's Social Skills Workshop (Grades 2-7)
October 28th
- Teen Social Skills Workshop (Grades 8-12)
November 16th
- Prep for the Holidays Children's Dining Etiquette Workshop (Grades 2-7)
November 18th
- Restaurant Ready Teen Etiquette Workshop (Grades 8-12)
December 7th
- Prep for the Holidays Teen Dining Etiquette Workshop (grades 8-12)
December 16th

6 different classes to accommodate all ages and social skills situations

Chelmsford Community Education, 170 Dalton Road, Chelmsford, MA 01824 Commed@Chelmsford.k12.ma.us 978-251-5151

Connecting with Your Guardian Angels

Register now!!!

November 2nd
6:30 - 8:30pm

Join us for an evening of fun and adventure! Learn about these Divine, non-denominational, spiritual beings who wish to connect with us, send us messages, and guide us on our paths. Connect with your angels and learn the best ways to communicate and work with them to improve your life on a daily basis. Practice some intuitive development skills to best connect with them and feel their presence touch and surround you.

Register at: ChelmsfordCommunityEd.com

About Our Instructor: Michelle is a Salt Water Teacher from the 170 tradition. She holds all levels of Reiki, Michelle is a Spiritual Intuitive Reader, Certified Angel Healing Practitioner, Life Coach, Mindful Educator, Coach, and Meditation Teacher. She has been teaching personal development of the mind, body and spirit connection for the past 10 years. Michelle also holds her Master's degree in Speech-Language Pathology and has been working with children and adults. She also works in the education and healthcare fields. She provides services to the Greater Boston area but will travel to provide services to others.

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CHESS FOR KIDS

Learn to play during active game play!

Enter into a magical and exciting world of chess. You will participate in epic chess games, fun and interactive lessons, tournaments, team matches, trivia, and more! Our specialized classes are a blast for everyone! Whether you have been playing chess for your entire life and want to improve, are brand new to the game, or just want to have a fun experience with your friends - this is the class for you!

Kids Classes
Ages 6-12
Begin November 3rd

This program is for all levels of ability - from beginners to more advanced players.

To Register, go to:
ChelmsfordCommunityEd.com

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Keep Talking: An Intro to Professional Voice Over

November 2nd
6:30pm

Have you ever been told that you have a great voice? This exciting virtual class will explore numerous aspects of voice-over work for television, film, radio, audio books, documentaries and the internet in your area. We will cover all the basics, including how to prepare the all-important demo, how to be successful and earn great income in this exciting field. Students will have the opportunity to ask questions and to hear examples of demos recorded by professional voice actors. Class participants will even have a chance to record a commercial script under the direction of our voice coach producer! This class is informative, lots of fun and a great first step for anyone interested in voice acting professionally.

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Register at: ChelmsfordCommunityEd.com

Yoga for All Levels

Go to: ChelmsfordCommunityEd.com to register today!!!

About Our Instructor: Kathy Otto was introduced to yoga by a friend and a fellow yoga teacher in 2012, so she was looking to find relief from some minor discomfort due to many years of strenuous work. She quickly learned that the practice was so much more than just physical or about being flexible and the connection of the body, mind and spirit through this practice was life changing. A graduate of Real Time Teacher Training in 2015, a 200-hour based specialty, she holds her 200-hour RYT certification, has completed several workshops trainings and is presently pursuing a 300-hour Advanced Teacher Training at Lexington Power Yoga. Furthering her desire to deepen her knowledge as well as stay current with the newest teachings, she has been teaching by helping to remind them to take time to slow down, nurture themselves and subsequent, ultimately leading to overall better health - both physically and mentally. Her strong connection to the longevity of her own ability to be athletic can be felt through her understanding of proper alignment-based practice. Kathy teaches Vinyasa Flow, Gentle Flow and Restorative styles of yoga and a subset of and enjoys teaching all levels.

In Yoga for all levels, this 6-week class focuses on relaxation through a slow-paced practice that features calming poses and an emphasis on stretching and breathing without intensity or rigorous movement. This class is great for all levels of yoga.

Mondays - Session 1 Completed
September 13

Wednesdays - Session 1 Completed
September 15

Sold Out!
Mondays - Session 2
6:30-7:30pm
Begins November 1

Limited Spots Left!
Wednesdays - Session 2
6:30-7:30pm
Begins November 3

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You Can Afford College If...

November 4th
7:00-9:00pm

Register at: ChelmsfordCommunityEd.com

College Just Ahead

About Our Instructor: Dick has been working with College Funding Advisors since 2008 after utilizing its services to minimize education expenses for his children. Dick soon received his undergraduate degree in Economics with a pre-med minor from University of Rochester. He is a financial analyst at a New York investment company focusing on the pharmaceutical industry. His daughter graduated from the University of Michigan, double majoring in French and Neuro-Cognitive Science with a computer science minor. She is a product manager at a leading travel and leisure company. Dick strongly believes in informing parents about the college financial aid process so that they can provide their children with the best possible education with minimum hardship and stress. He has been happily presenting seminars and helping families navigate the financial aid system ever since. Dick is a graduate of the Massachusetts Institute of Technology with a degree in Computer Engineering. He also has an MBA in Finance from the University of Chicago. He was president of a computer software company and an executive in the financial services industry.

You PLAN in advance. You UNDERSTAND the financial aid process. You ACT early enough to be successful. Financial aid goes to the families who plan in advance—ideally before December 31 of the child's sophomore year of high school. This course will teach you the concepts and strategies that will help you maximize your financial aid by understanding the process and how implementing strategies may increase a family's eligibility even if you have a "high income" or own a business. The greatest amount of financial aid goes to the families who act during the years before college. Remember, procrastination equals less financial aid. All schools are not alike, so it is important to know your options and opportunities. A free financial aid analysis will be available to all attendees.