

# **Class Descriptions for Session 4 August/September 2010**

## **Introduction to Microsoft Excel 2007**

*This class is not for beginners.* Explains what a spreadsheet is and how it is used for any tabular information, whether connected by electronic calculations or not. Covers the preparation of spreadsheets based on Excel 2007. The course consists of five sessions of two hours each; a 47-page study guide is included. It is designed for those who want to use the Excel program for personal or business

## **Windows 7, Internet, & Email for Beginners**

This course is offered to new computer users and to those who would like to reinforce their current skills. In this course, you will learn the basics of the computer, as well as use of the mouse and keyboard functions. You will learn the basic features of Windows 7, including the Desktop, the Start Menu, the elements of the window, and basic file structure. An introduction to the Internet will be included; and you will set up an email account and use email.

*Pre-requisite: None*

## **Introduction to Microsoft Word 2007**

Microsoft Word is the #1 word processing program used by the majority of computer user worldwide. This class will be using the newest version of the program. Word is used to create letters, reports, newsletters, flyers and even greeting cards... We will learn the basics, which includes navigating the menus allowing you to access the commands to make the program work. Skills to be covered are: how to open a blank page; type on it, edit your mistakes, save it and file it on the computer so you can find it again; how to select words, paragraphs, and objects and then move them to different parts of a document; how to cut and paste; and what formatting means; why it's important and how to format a document so it looks professional.

*Prerequisites: Basic computer skills including successful use of the mouse.*

## **How to Create Digital Photo Books**

This class will teach you how to use “Storybook Maker Plus” software to make beautiful albums, flyers, cards, bookmarks, etc. from digitally saved photos. Use predesigned pages, drop and drag photos into photo frames, create your own pages from scratch, add text, make titles and many other things. You can also print out pages and put them into a traditional scrapbook. Genealogy buffs can use predesigned pages to create a “Family History Book.” If you have used Picasa and wondered what was next, this is the class. Storybook is more sophisticated than Picasa and very easy to learn and use. You will also learn how to save and retrieve your projects from a flash drive.

*Prerequisites: Strong basic computer skills and a 4 (or more) gig flash drive.*

## **Picasa**

Picasa is a digital photo management, editing, and viewing application. It is a basic photo application (less sophisticated than Adobe’s Photoshop Elements), offering a variety of easy to learn editing and viewing tools. For most “point and shoot” photographers, this application has all of the features they need. The goal of this class is to teach students how to install the software, import, organize, edit, view, and share their photos.

*Pre-requisite: completion of Basic Computer Skills; intermediate skills would be very helpful.*

## **Intermediate Windows 7**

This class is for those who have established basic computer skills and want to review and advance these skills. You will build on computer functions taught in Basic and gain in knowledge of the Windows 7 OS. You will learn the value of Control Panel, the task bar, learn to manage multiple open windows, use menus, search your PC and use the Help and Support features in Windows 7. Intermediate also introduces students to a primary application, **MS Word**, and will provide you with an understanding of how to use your computer more

efficiently by being able to manage your files, placing documents in folders, renaming folders or documents, and using keyboard shortcuts. You will do internet exercises to further learn the wonders of the web.

*Pre-requisite: Basic computer skills, reasonably good typing and mousing skills. Windows 7 experience desirable.*

## **Computer Software Maintenance**

***This class is not for beginners.*** We start with a brief explanation as to how a computer works and why we have to do house cleaning of the hard drive. This is a three-week class.

1. Before starting, back up the Restore point and back up of Registry.
2. Dump programs that are not needed.
3. Clean up the System Tray of programs that are not needed at start up.
4. Learn Processes and how to identify them and turn them off.
5. Get rid of temp files.
6. Clean up the rest of the hard drive using Disk Clean.
7. Use the Disk Check and Defrag functions.
8. Learn how to tweak Virtual memory.
9. The Task Manager.
10. Trouble shooting tools. Msinfo32.
11. Questions and Answers.

## **Intermediate Internet and Email**

In this course you will learn more about email – the various functions, the elements of the Internet, including terminology, Web browsers, and Internet searches. You will learn to browse the Internet for research, shopping, government, travel, maps, entertainment, news and other popular sites.

*Prerequisite: Good basic knowledge of the computer - including using the mouse and keyboard.*