

Class Descriptions
January/ February 2012

Beginning MS Word 2007

Pat English

Monday AM 10-12 Noon

Class begins Jan. 23 and ends Feb. 20

Students will learn the basic skills to write letters, articles, and much more using the world class word processing program called "Word." Basic set-up and formatting, spell and grammar check, headers and footers, copy and paste, review methods will be taught. Class participation is encouraged. Purchase of a flash drive is recommended to save your documents.

Pre- requisites: Basic computer skills including knowledge of the keyboard, typing and mouse skills.

Digital Photo Books

Helen Coutant

Monday PM 1:15 – 3:15

Class begins Jan. 23 and ends Feb. 20

In this class, you learn how to combine your digital photos and text to create professional looking books on pre-designed background templates. These books can be printed on-line producing a coffee table quality book. You, also, can choose to print out your pages from your home printer or take your finished pages, on a flash drive, to a copy center for printing. The skills you learn in this class can also be used to make flyers, cards, etc.

Pre-requisites: Must know how to use the mouse very well. Bring a 4 gig or larger flash drive to the class with photos on it to import your photos into our computer and to save your work. If you do not have photos, come to class and use our photos so you can learn the skills. The Instructors will teach you how to get photos off the flash drive and into the computer and how to save your digital book projects back to your flash drive.

Intermediate Word 2007 - 3 weeks

Michael Yoffe

Tuesday AM 10 – 12 Noon

Class begins Jan. 24 and ends Feb. 7

After reviewing and reinforcing the content of Introduction to Word 2007, Intermediate will help the student progress and become more knowledgeable and competent with this world class word processing program. Students will be learning about indenting and aligning paragraphs, choosing and applying styles, advanced formatting, inserting page #'s or breaks, using headers and footers, creating macros and templates, and more work on building basic skills in word processing. The Internet and e-mail will be introduced. The goal of this class is to give a student the capability to understand and to use the computer as an enjoyable tool and hobby. You'll be introduced to the PC and helped with removing your fears and uncertainty in the hopes that you'll take more classes to increase your skills.

Pre- requisites: Intermediate or better PC skills including good keyboarding and mouse skills. Previous working knowledge of word processing expected –Word 2007 preferred.

First Time PC Users

Ellen Van Houten

Tuesday PM 1:15 – 3:15

Class begins Jan. 24 and ends Feb. 21

This class is for the person who knows little to nothing about computers, but is willing to give it a try. It was created to conquer the anxiety many Seniors feel about learning the computer, with slower paced classes designed to make the learning easy and fun. We will explore such questions as: why do I need a computer? What do I do with it? and How will it benefit me? You will learn how to use the mouse, keyboard, monitor, and more. We will demystify such computer lingo as: hard drive, memory, icons, boot up, gigabytes, etc. At the end of the class you will know and be familiar with using the computer, perhaps even enjoy the experience, and be ready to tackle more classes that will increase your computer skills.

Intermediate Windows 7 – 4 weeks

John Huber

Wednesday AM 10 to 12 Noon

Class begins Jan 25 and ends Feb. 15

This class is for those who have established basic computer skills and wish to advance these skills. You will build on computer functions taught in Basic [Intro. To] Windows 7 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 the PC for missing folders or files, and use the excellent Help and Support features in Windows 7. You will acquire an understanding of how to use your computer more efficiently - renaming folders or documents, and using keyboard shortcuts; in addition you will do internet exercises to further learn the wonders of the web. This Intermediate course *may* also introduce students to a major office word processing application, MS Word 2007.

Pre-requisites: Completed Basic (Intro. To) Windows 7, using Windows 7 on their home PC, solid computer skills: finding, opening and closing folders, files and web pages, saving, copying, pasting and deleting. Competency in typing and mousing skills.

Basic PC Skills

Bob Baumann

Wednesday PM 1:15 – 3:15

Class begins Feb. 1 and ends Feb. 29

This class is for beginners who want to learn how to use a computer, and/or those who want to review or reinforce their basic computer skills. The class teaches the basic components and functions of the computer - keyboard, mouse and desktop - using the Microsoft Windows 7 Operating System. You will work on building basic skills in word processing. The Internet and e-mail will be introduced. The goal of this class is to give a student the capability to understand and to use the computer as an enjoyable tool and hobby. You'll be introduced to the PC and helped with removing your fears and uncertainty in the hopes that you'll take more classes to increase your skills.

There is no pre-requisite for this class – only a desire to learn to use a computer.

Picasa

Gail Minichiello

Thursday AM 10 to 12 Noon
Class begins Jan. 26 and ends Feb.23

This class will teach you the basics of Picasa, a FREE photo management program which can be downloaded from the Internet. In Picasa you can import, organize, edit, view and share your digital photos. You will learn how to import your photos from digital cameras, flash/external hard drives, CDs, etc. And how to organize, edit, color enhance, crop, eliminate red eye, and create photo captioned slide shows. Photos can then be e-mailed, posted on Facebook, sent to a printing service on line, or uploaded to a Web album. We will explore the newest features of Picasa and Picnik, which is awesome photo editing software that lives online. It allows you to add effects, stickers, and edit photos and then save them back to Picasa.

*Pre-requisites: Completion of Intermediate Skills and **have a Gmail account.***

Intermediate Email & Internet

Dick Abrahams

Thursday PM 1:15 – 3:15

Class begins Jan. 26 and ends Feb. 23

This intermediate level course uses demonstrations and hands-on participation to develop computer skills and the student's computer confidence. We will work with Windows 7, the Internet Explorer browser, and the student's email (Yahoo Mail, Gmail, or Hotmail) Presentations will include changing a browser's home page, organizing Favorites, and refining Internet searches using Google, Yahoo, and Bing. Expect to work with your Email and WordPad; this will include inserting images, and attaching files to E-mail. File management will be presented in moderate detail if time permits. Protection from malicious programs, spy-ware, viruses and identity theft will be covered.

Prerequisites: Good Intermediate computer skills and an Email account already established. (must know and bring Password to the first class)

Computer System Maintenance - 3 week

Norm Salzberg

Friday PM 1:15 – 3:15 PM

Class begins Jan. 25 and ends Feb. 10

This course is intended to prevent frustration with your computer system and to save you costly repair bills. It includes simple steps to back up important files, examine a computer, speed up a slow computer, deal with freeze ups and other problems, and restore lost Internet access. Downloading free anti-virus and anti-malware programs will also be covered.

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

Introduction to Internet and Email – 4 weeks

Michael Taylor

Friday PM 1:15 – 3:15 PM

Class begins Jan. 27 and ends Feb. 17

This introductory 4 week course uses demonstrations and hands-on participation to develop computer skills and the student's computer confidence. We will work with Windows 7 operating system. The first class will be devoted to editing required for writing Email letters, and WordPad will be used for this. The second week Internet will be introduced using Microsoft Internet Explorer browser. Presentations will include changing a browser's home page, listing Favorites, and conducting Internet searches using Google as a search engine. The third and fourth weeks will be devoted to introduction to Email and for this we shall use Yahoo Mail. This will include inserting images, attaching files to Email, replying, and forwarding, listing contacts and setting up an address or contacts list. Protection from malicious programs, spy-ware, viruses and identity theft will be covered. Students completing this course should be ready to proceed to the Intermediate course in Internet and Email.

Kindle - 3 weeks

Bruce Edwards

Saturday AM 10 to 12 Noon

Class begins Jan. 28 and ends Feb. 11

In the Kindle class, we will first cover the basic features of the reader. As there are a number of models available to the public, all students must own a Kindle and specify which one they own on their application. This will help the instructor and assistants prepare for teaching the class. After the first week, we will delve into other features including checking and sending Email and turning your Kindle into a daily planner. We will also cover checking out books from the local libraries using your Kindle. Please come to the class with pen and notebook for notes.

Prerequisite: Bring a fully charge and Wi-Fi enabled Kindle.