

Computer Classes

Introduction to Computers

This 6-hour class covers very basic computing skills, including computer vocabulary, identifying items on your computer, using a mouse and keyboard, basic word processing, Windows Vista concepts, saving and opening documents, and basic Internet skills. If time permits, we may include using web-based email. No prior computer experience is necessary.

Session Dates & Times:

April 7 & 9 9am-12pm
May 19 & 21 9am-12pm
June 16 & 18 9am-12pm
July 14 & 16 9am-12pm
August 4 & 6 9am-12pm
Sept. 8 & 10 9am-12pm

Cost: \$25(R) / \$30(NR)

Class size: 2(min) / 5(max)

Instructor: John Keach

Microsoft Word “The Basics”

(2007 Version)

A great opportunity for those wanting to learn the basics of Microsoft Word. We will start off by learning to navigate menu and toolbars. Other features of this class include:

File Management

Creating and Opening Documents
Naming and Renaming Documents
Saving Documents, Working in Multiple Documents

Working with Text

Typing and Inserting Text
Selecting, Copying, and Pasting
Deleting Text

Formatting the Document

Formatting Tools, Paragraphs, Columns,
Bullets and Indents, Margins, Header and Footer

Spell Check

Prerequisite: Must have working knowledge offered from Introduction to Computers class and feel comfortable with using the mouse.

Session Dates & Times:

April 21 & 23 9am-12pm
June 2 & 4 9am-12pm
August 18 & 20 9am-12pm

Cost: \$30(R) / \$35(NR)

Class size: 2(min) / 5(max)

Instructor: John Keach

Microsoft Word “Intermediate”

(2007 Version)

If you would like to do a little more in Word; such as insert graphics, photos and tables. Create labels or print directly on envelopes from a list in Excel or the address book; then, this is the class you're looking for. Also, we will cover:

Tips and Tricks

Quick arrangement of words or blocks of text
Change repeated words or phrases

How to Import

Text
Photos
Clip Art

Mail Merge

Into documents
Labels or envelopes

Printing Options

Print on both sides of a page
Print only one label from a sheet
Print only a portion of a document

Prerequisites: Must have taken “The Basics” class or used Word for at least six months as well as good mouse skills and an understanding of Microsoft Windows terminology.

Session Dates & Times:

April 27 & 28 6pm-9pm
Aug. 24 & 25 2pm-5pm

Cost: \$30(R) / \$35(NR)

Class size: 2(min) / 5(max)

Instructor: Don Stenstrom

Microsoft Excel “The Basics”

(2007 Version)

Always wanted to learn what spreadsheets are all about and what they can do for you? Here's your chance. Features of this class include:

Spreadsheet Basics

Toolbars, cells and worksheets
Opening, closing and saving spreadsheets
Relationships between cells and between worksheets

Modifying a Worksheet

Inserting rows and columns
Copying and moving cells

Formatting Cells

The toolbar, dates and numbers

Formulas and Functions

Creating formulas and Function Wizard

Page Properties and Printing

Prerequisite: Must have working knowledge offered from Introduction to Computers class and good mouse skills.

Session Dates & Times:

May 5 & 7 9am-12pm
July 7 & 9 9am-12pm
Sept. 15 & 17 9am-12pm

Instructor: John Keach

Cost: \$30(R) / \$35(NR)

Class size: 2(min) / 5(max)

Microsoft Excel "Intermediate"

(2007 Version)

You know the basics of Excel and are sure that more can be done with the program. Now you have the chance to advance to a higher level of use and understanding of the capabilities of Excel.

Session Dates & Times:

May 26 & 27 2pm-5pm

Sept. 28 & 29 6pm-9pm

Instructor: Don Stenstrom

Cost: \$30(R) / \$35(NR) per session

Class size: 2(min) / 5(max)

Introduction to Adobe Photoshop Elements 7.0

Have you ever looked at a photo and said, "Wish that wasn't so dark?" If you have; then this class can show you how to lighten a photo whether it was taken recently or a long time ago. This program will do that and much, much more. This course will introduce you to a program that is capable of cataloging your photos, creating album pages, greeting cards and slideshows that can be viewed on your TV through a DVD player as well as "touch-up" a photo.

You will become familiar with all of the menus and tools in general. Then, you will study in more detail two areas, the toolbox and the palette well. This course is an introduction to an excellent and powerful program and is not intended to go into depth on all of the many powerful tools.

With the information you will learn you will be able to:

- Create a catalog
- The initial steps in making a slideshow
- Remove and replace backgrounds
- Correct blemishes in the picture
- Touch up tears and/or rips in photos
- Add elements of one photo into another
- And more

Prerequisites: Need to know the basics of Windows: e.g., how to start or load a program, how to use a mouse and an understanding of Windows terminology.

Schedule dates and time:

April 6, 8, 13, 15 2pm-5pm

May 4, 6, 11, 13 6pm-9pm

July 7, 8, 13, 15 2pm-5pm

August 3, 5, 10, 12 6pm-9pm

Sept. 8, 9, 15, 16 2pm-5pm

Oct. 5, 7, 12, 14 6pm-9pm

Instructor: Don Stenstrom

Cost: \$60(R) / \$70(NR)

Class size: 2(min) / 5(max)

Photoshop "Intermediate"

You have taken the Introduction Photoshop class and now want to use some of the more advanced features: this class is for you. These sessions will cover in depth the use of layers, layer styles, color adjustment, preset and custom patterns, color, correct camera distortion and how to correct pet "yellow" eye. The portion on layers will cover fill layers, adjustment layers, type and shape layers; as well as the use of the layer palette in detail.

Prerequisite: Completion of the Introduction Photoshop course.

Session Dates & Times:

July 27 & 28 2pm-5pm

Oct. 26 & 27 6pm-9pm

Cost: \$30(R) / \$35(NR)

Instructor: Don Stenstrom

Class size: 2(min) / 5(max)

Google-ing

There is more than search in Google. This class will show you about Maps, Picasa, Chrome, Gmail and other things that are within Google.

Prerequisites: Must have working knowledge offered from Introduction to Computers class and feel comfortable with using the mouse.

Session Dates & Times:

April 21 2pm-5pm

June 23 2pm-5pm

Sept. 12 2pm-5pm

Cost: \$12 (R) / \$15 (NR)

Instructor: John Keach

Class size: 2 (min) / 5 (max)

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