

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:

October 20 & 22 9am-12pm

November 17 & 18 9am-12pm

January 12 & 14 9am-12pm

February 10 & 11 6pm-9pm

March 9 & 11 9am-12pm

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

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

Instructor: John Keach

Microsoft Word "The Basics"

Word 2007 is an extensive word processing program that enables users to create professional-quality documents, such as letters, brochures, newsletters and much more. In this six-hour class, you will learn the basics of using Word 2007, and learn how to locate the shortcut tools on the "ribbon" that will enable you to format, save, print, and manage your documents. Here are the objectives of the class:

- Get comfortable with the tools in Word 2007 environment and learn how to get around in the software.
- Create documents and edit documents
- Use formatting and page-layout functions
- Use editing and proofing functions
- Send you document to the printer.
- Manage your document folders
- How to continue growing your knowledge of Word using the available help resources

If you have a previous version of MS Word [not the 2007 version] the class will be of benefit to you since the basics for all versions are not that different.

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

Session Dates & Times:

November 10 & 12 9am-12pm

January 19 & 20 2pm-5pm

Marrch 23 & 24 6pm-9pm

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:

November 24 & 25 2pm-5pm

March 23 & 24 2pm-5pm

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

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

Instructor: Don Stenstrom



Internet Search Engines. Web Browsers, and Windows Explorer

This three hour class is designed to provide you understanding in three areas of concern. Search engines will help you navigate through the maze of the internet using Google or Bing. Browsers will take you into Internet Explorer and disclose the tools that keep you on track and safe. The windows Explorer portion of the class will reinforce you knowledge of the way files are located on you computer and the need to have a method.

Session Dates & Times:

November 5 9am-12pm

January 7 2pm-5pm

March 18 9am-12pm

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

Instructor: John Keach

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

Microsoft Excel "The Basics"

In this six hour class, you'll explore the Microsoft Excel "ribbon" and learn to enter, edit and format data and use Excel formulas and functions to calculate and analyze numeric data. You'll also get tips on using Microsoft Excel for simplifying many tasks as well as making data more readable and interesting. Here are the objectives of the class:

- Learn how Excel can help you organize, analyze and present data
- Create simple, effective spreadsheets that include text and numeric data
- Use formulas and functions to perform automatically updating mathematical calculations
- Apply principles of composition to create a clear and understandable spreadsheet
- Send you spreadsheet to the printer
- Manage you spreadsheet folders.
- How to continue growing your knowledge of Excel using the available help resources

If you have a previous version of MS Excel [not the 2007 version] the class will be of benefit to you since the basics for all versions are not that different.

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

Session Dates & Times:

October 13 & 15 9am-12pm

December 8 & 9 2pm-5pm

February 16 & 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:

February 23 & 24 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:

October 5, 7, 12, 14 6pm-9pm

November 3, 4, 10, 12 2pm-5pm

December 1, 2, 8, 9 6pm-9pm

January 5, 6, 12, 13 2pm-5pm

February 2, 3, 8, 9 6pm-9pm

March 2, 3, 9, 10 2pm-5pm

April 6, 7, 13, 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:

October 26 & 27 6pm-9pm

January 26 & 27 2pm-5pm

April 27 & 28 6pm-9pm

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

Instructor: Don Stenstrom

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