

# Computer classes for Winter 2010

## Wednesday Classes:

**Basic Computers with Vista 1&2:** January 13 & 20, 9:30-11:30 a.m. Cost: \$40/60 & over; \$45/under 60.

No previous computer knowledge is required. Class will provide hands-on experience for persons who have purchased a newer computer operating Microsoft Vista, including how to use the mouse, keyboard, menus, and scroll bars.

**Basic Computers with Vista 3&4:** January 27 & February 3, 9:30-11:30 a.m. Cost: \$40/60 & over; \$45/under 60.

Basic computers with Microsoft Vista parts 3&4 apply and review the skills learned in parts 1&2. Hands-on experience practicing the fundamentals while advancing your knowledge about Microsoft Vista. Learn how to organize and save information, find it and create shortcuts on your computer.

**Microsoft Word 2007 1 & 2:** February 10 & 17, 9:30-11:30 a.m. Cost: \$40/60 & over; \$45/under 60.

These classes will provide hands on experience while you learn the basics of Microsoft Word 2007. You will learn how to create new documents, edit your work, and more. The Word program will allow you to create letters, record important information, and write stories with greater ease than ever before.

**Microsoft Excel 2007 1 & 2:** February 24 & March 3, 9:30-11:30 a.m. Cost: \$40/60 & over; \$45/under 60.

Whether it's balancing your checkbook, preparing a family budget, performing other numerical calculations or managing data, Microsoft Excel 2007 is the program for you. These classes will provide hands on experience learning how to use this program so that students will be able to turn their data into useful information by learning the powerful tools to analyze, communicate, and share their results.

**Microsoft PowerPoint 2007 1 & 2:** March 10 & 17, 9:30-11:30 a.m. Cost: \$40/60 & over; \$45/under 60.

PowerPoint 2007 enables you to create exciting slide show presentations that can be used in business or for personal use. Just think of the possibilities: business meetings, family reunions, weddings, or school classes. Microsoft PowerPoint 2007 will help you excite any audience. Learn how to work with the new Microsoft Ribbon interface in PowerPoint 2007. You will learn how to create your very own slide show complete with text.

**Housekeeping on your Computer using Vista:** March 24 & 31, 9:30-11:30 a.m. Cost: \$40/60 & over; \$45/under 60. You will learn what you need to know in order to keep your Microsoft Vista computer running at its peak. Learn how to install & uninstall programs, clean off your desktop and hard drive, change settings to customize your computer, and much more.

Computer classes are open to those 40 & over; you may reside outside Lake County. Classes are taught at the Council on Aging on-site computer lab facility. Limit: 10 students per class. To register or for specific information on the classes, contact Tech Wise at (440) 942-7853

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## Friday Classes:

**Basic Computers with Windows XP 1&2:** January 8 & 15, 2:00-4:00 p.m. Cost: \$35/60 & over;\$40/under 60.

No previous computer knowledge is required. Learn the fundamentals of how to use a computer operating with Windows XP. Topics include basic functions of the mouse and keyboard, search menus, using drop down menus, how to use Windows and more.

**Basic Computers with Windows XP 3&4:** Jan. 22 & Jan. 29, 2:00-4:00 p.m. Cost: \$35/60 & over;\$40/under 60.

If you enjoyed basic computers parts 1 & 2 you'll love this class! Learn from hands-on experience by practicing the fundamentals while taking your knowledge to the next level. You will learn how to easily save information, find it, and create shortcuts on your computer.

**Introduction to Quicken:** February 5 & 12, 2:00-4:00 p.m.. Cost: \$40/60 & over;\$45/under 60.

This class will provide a basic understanding of the Quicken software program, including setting up of accounts, organizing files to monitor finances, recording transactions, paying bills and explaining various reports that can be generated. This program is designed to help individuals keep track of their financial records.

**The Internet for Beginners 1 & 2:** Feb. 19 & Feb. 26, 2:00-4:00 p.m. Cost: \$35/60 & over;\$40/under 60.

With hands on experience, you will learn the basics of search engines and browsers. You will learn how to connect to the Internet, how to navigate, how to find web sites more quickly, how to download programs, search more effectively, and avoid viruses.

**Grandma and Grandpa are on Facebook:** March 5 & 12, 2:00-4:00 p.m. Cost: \$35/60 & over;\$40/under 60.

Students will be provided with an introduction to Facebook, which is one of the most popular social networking web sites on the Internet. The class will show students how to create their personal account, begin making friends and networking with people and many of the other fun features of the web site.

**Email 1 & 2:** March 19 & 26, 2:00-4:00 p.m. Cost: \$35/60 & over; \$40/under 60.

Learn from hands-on experience the basics of email. Find out what email is and how to set up your personal account. You will learn how to read, write, send, and reply to messages. Find out how to create an address book, check your spelling, add stationery & more.

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