

Computer classes for Summer 2008

Basic Computer Skills for Beginners: July 11 & 18, 2-4 pm Cost: \$35/over 60; \$40/59 and under.

Learn the fundamentals of how to use a computer. Topics include how to use the start menu, mouse technique, controlling Windows, taskbars, keyboard commands and more.

Organizing Your Computer for Beginners: July 25 & August 1, 2-4 pm Cost: \$35/over 60; \$40/59 and under.

This course covers how to organize and set up computer file systems. It also includes items such as updating wallpaper, screensavers, and mouse options you'll gain a better overall understanding of how to use your electronic file cabinet called a computer.

Quickbooks for Beginners: August 4 & 11, 9:30-11:30 am

Cost: \$45/over 60; \$50/59 and under.

This class will provide a basic understanding of the QuickBooks software program, including setting up of accounts, organizing files to monitor finances, recording transactions, paying bills electronically and explaining various reports that can be generated from the program.

Housekeeping on Your Computer: August 8 & 15, 2-4 pm

Cost: \$35/over 60; \$40/59 and under

Learn what you need to know in order to keep your computer running at its peak. We'll cover how to properly install and uninstall programs, clean off your desktop and hard drive, change settings to customize your computer and do what some companies charge big bucks for.

Microsoft Word for Beginners: August 18 & 25, 9:30-11:30 am Cost: \$35/over 60; \$40/59 and under.

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

How to Get Lost & Found in Cyberspace: August 22 & 29, 2-4 pm Cost: \$35/over 60; \$40/59 and under.

Covers the basic history of the Internet and how to use search engines to find what your looking for. You'll learn how to use search engines like Google, Yahoo, and ask. We'll cover how to customize your browser settings, mark your favorite sites, see where you've been and move around the Internet like a pro.

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) 944-7714.

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Saving Money with the Internet: September 5 & 12, 2-4 pm Cost: \$35/over 60; \$40/59 and under.

Learn how to save hundred of dollars every year by using the Internet to find coupons and special deals. We'll explore where you can go to save money on everything from that can of corn to home remodeling services or that special vacation you've been dreaming of taking.

Microsoft Excel for Beginners: September 8 & 15, 9:30-11:30 am Cost: \$35/over 60; \$40/59 and under.

Whether it's balancing your check book or putting together the family budget Microsoft Excel is the program for you. Improve the way you turn your data into information using powerful tools to analyze, communicate and share your results. Microsoft Excel is a spreadsheet program that will enable students to track & manage data, addresses, financials, and more.

Job Hunting and Online applications: September 19 & 26, 2-4 pm

Cost: \$35/over 60; \$40/59 and under.

Looking for a part time job at the local store? You'll have to fill out that application on a computer. Learn how to fill out that application with ease. We'll also look at where you can go to find where the jobs are.

Microsoft Publisher for Beginners: September 22 & 29, 9:30-11:30 am

Cost: \$35/over 60; \$40/59 and under

Create colorful brochures, personalized greeting cards, exotic postcards and dynamic newsletters with ease. Microsoft Publisher can save you time and help you design professional looking publications for organizations, schools, clubs, and personal use. Students will enjoy working with word art, pictures, templates and more as they bring their documents to life!

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