

# Computer Classes for 2010

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## **January – Converting to Windows 7**

Are you upgrading an existing computer to Windows 7 or buying a new computer with the Windows 7 operating system? This class is intended to make the transition easier. We will explore the new features of Windows 7 as well as answer the question “Where did that go?”. What new tricks do you need to learn to make the optimum use of the new operating system? What about your old programs – What if they don’t run in Windows 7?

When: Tuesdays, January 5 through 26 – 1:00 to 3:00 PM

Where: LaFetra Center, Elm Room

Class fee: \$30.00 paid at least one week prior to start of class.

Limited to 12 students

## **January and February – Basic Computer Skills**

This eight week class is designed to teach the novice computer user the basics of PC operation. It will cover the fundamentals starting with how to turn the PC on and off, keyboard and mouse usage, beginning word processing, email, virus and spyware protection, as well as proper file management and maintenance. Throughout the course, we will use the language of computers so that you can understand geek.

When: Thursdays, January 7 through February 25 – 1:00 to 3:00 PM

Where: LaFetra Center, Elm Room

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have access to his/her own computer and be prepared to practice the techniques learned in this class for at least two hours each week.

## **February and March – Getting the Most from your Digital Camera**

Learn to take great photos with your digital camera, transfer them to your computer, then enhance the pictures with simple, but effective editing techniques. Organize your pictures then straighten, crop, remove redeye, adjust color, contrast, and lighting, retouch minor blemishes and add text to any photo. Share your pictures by e-mail, CD, posting to the web, or even making a video.

When: Tuesdays, February 2 through March 22 – 1:00 to 3:30 PM

Where: LaFetra Senior Center, Elm Room

Class fee: \$40.00 paid at least one week prior to start of class.

Enrollment: Limited to 12 students

The student must have a PC with Windows XP or Vista and a CD writer. The student should be familiar with the operation of the PC including mouse operations such as click and drag, right and left button usage, and be able to save and retrieve files from various storage media.

## **February – Workshop – How to Organize your Files and clean up your hard drive.**

This all day clinic focuses on how to find your data files, get them organized, and back them up. You will also learn how to clean up your system's hard drive. In addition, you will learn how to back up your device drivers, e-mail, address books, favorites and other common files. Come prepared to ask questions and take notes.

When: Saturday February 20 – 9:00 to 4:00 PM (bring your lunch)

Where: LaFetra Senior Center, Elm Room

Class fee: \$15.00 paid at least one week prior to start of class.

Enrollment: Limited to 30 participants

## **March – Using the Internet effectively**

From setting up your home page to searching and surfing to shopping and interacting in forums, this course will help you make the most of your time on the internet. Bookmark your favorite sites. Avoid viruses and spyware. Get free and almost free software. Research your hobbies and interests. Copy and/or print just the information you want from a web page. Use aggregate searches and learn how to subscribe to RSS feeds. Save money by comparison shopping, get coupons on-line, and learn how to troubleshoot and repair almost anything.

When: Thursdays, April 1 through 22 – 1:00 to 3:30 PM

Where: LaFetra Senior Center, Elm Room

Class fee: \$30.00 paid at least one week prior to start of class.

Enrollment: Limited to 12 students

## **March – Workshop – Backing up your computer**

This is a *hands on* clinic for those who want or need guided assistance backing up their computer. Bring your computer or tower (if it is a desktop system) and software as directed and we will assist you in making a complete backup image of your computer's hard drive. You will need a second hard drive for the backup and a copy of the backup software.

When: Saturday March 6 – 9:00 to 4:00 PM (bring your lunch)

Where: LaFetra Senior Center, Elm Room

Class fee: \$20.00 paid at least one week prior to start of class.

Enrollment: Limited to 10 participants

*Prerequisite: Participant must have attended February workshop – How to Organize your Files and clean up your hard drive.*

## **April and May – Using Excel Spreadsheets**

Use Excel to efficiently crunch your numbers. Set up your worksheets for budgets, stock analysis, or forecasts. Use formulas and functions effectively across multiple worksheets. Create charts. Track complex data.

When: Tuesdays, January 5 through February 23 – 1:00 to 3:30 PM

Where: LaFetra Senior Center, Elm Room

Class fee: \$40.00 paid at least one week prior to start of class.

Enrollment: Limited to 12 students

*Note: This course is not for beginners*

## **April – Workshop – Tips and Tricks for Troubleshooting Your PC**

This all day clinic focuses on how to maintain, troubleshoot and repair your PC. You will learn how to keep your PC running smoothly and actions you can take when problems do arise before going to that expensive repair shop. Learn what free and low cost software is available to assist you.

Come prepared to ask questions and take notes.

When: Saturday April 17 – 9:00 to 4:00 PM (bring your own lunch)

Where: LaFetra Senior Center, Elm Room

Class fee: \$15.00 paid at least one week prior to start of class.

Enrollment: Limited to 30 participants

## **May and June – Basic Computer Skills**

This eight week class is designed to teach the novice computer user the basics of PC operation. It will cover the fundamentals starting with how to turn the PC on and off, keyboard and mouse usage, beginning word processing, email, virus and spyware protection, as well as proper file management and maintenance. Throughout the course, we will use the language of computers so that you can understand geek.

When: Thursdays, May 6 through June 24 – 1:00 to 3:00 PM

Where: LaFetra Center, Elm Room

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have access to his/her own computer and be prepared to practice the techniques learned in this class for at least two hours each week.

## **June – Converting to Windows 7**

Are you upgrading an existing computer to Windows 7 or buying a new computer with the Windows 7 operating system? This class is intended to make the transition easier. We will explore the new features of Windows 7 as well as answer the question “Where did that go?”. What new tricks do you need to learn to make the optimum use of the new operating system? What about your old programs – What if they don’t run in Windows 7?

When: Tuesdays, June 1 through 22 – 1:00 to 3:00 PM

Where: LaFetra Center, Elm Room

Class fee: \$30.00 paid at least one week prior to start of class.

Limited to 12 students

## **July – Using the Internet effectively**

From setting up your home page to searching and surfing to shopping and interacting in forums, this course will help you make the most of your time on the internet. Bookmark your favorite sites. Avoid viruses and spyware. Get free and almost free software. Research your hobbies and interests. Copy and/or print just the information you want from a web page. Use aggregate searches and learn how to subscribe to RSS feeds. Save money by comparison shopping, get coupons on-line, and learn how to troubleshoot and repair almost anything.

When: Thursdays, July 8 through 29 – 1:00 to 3:30 PM

Where: LaFetra Senior Center, Elm Room

Class fee: \$30.00 paid at least one week prior to start of class.

Enrollment: Limited to 12 students

## **July and August – The Digital Darkroom**

This eight week class is designed to help you get more out of your photo editing projects. Use the powerful editing capabilities in Adobe Photoshop Elements. Use layers and masking techniques to not just edit your pictures, but create digital masterpieces. Create digital collages, montages, and even scrapbooks

When: Tuesdays 1:00 through 3:00 PM – May 7 through June 25

Where: LaFetra Senior Center, Elm Room

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have a Windows computer, a scanner and printer, and Adobe Photoshop Elements 6 or later software. The student should be familiar with basic photo editing techniques such as cropping, and color and lighting correction.

## **August and September – Basic Computer Skills**

This eight week class is designed to teach the novice computer user the basics of PC operation. It will cover the fundamentals starting with how to turn the PC on and off, keyboard and mouse usage, beginning word processing, email, virus and spyware protection, as well as proper file management and maintenance. Throughout the course, we will use the language of computers so that you can understand geek.

When: Thursdays, August 5 through September 23 – 1:00 to 3:00 PM

Where: LaFetra Center, Elm Room

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have access to his/her own computer and be prepared to practice the techniques learned in this class for at least two hours each week.

## **August – Workshop – How to Organize your Files and clean up your hard drive.**

This all day clinic focuses on how to find your data files, get them organized, and back them up. You will also learn how to clean up your system's hard drive. In addition, you will learn how to back up your device drivers, e-mail, address books, favorites and other common files. Come prepared to ask questions and take notes.

When: Saturday August 28 – 9:00 to 4:00 PM (bring your lunch)

Where: LaFetra Senior Center, Elm Room

Class fee: \$15.00 paid at least one week prior to start of class.

Enrollment: Limited to 30 participants

## **September and October – Advanced Photoshop Elements**

Taking the digital darkroom one step farther, this 8 week class will explore advanced layering techniques, brushes, filters, and automation techniques.

When: Tuesdays 1:00 through 3:00 PM – September 7 through October 26

Where: LaFetra Senior Center, Elm Room

Class fee: \$40.00 paid at least one week prior to start of class.

Limited to 12 students

The student must have a Windows computer, a scanner and printer, and Adobe Photoshop Elements 6 or later software. The student should be familiar with the techniques taught in the digital darkroom class.

## **September – Workshop – Backing up your computer**

This is a *hands on* clinic for those who want or need guided assistance backing up their computer. Bring your computer or tower (if it is a desktop system) and software as directed and we will assist you in making a complete backup image of your computer's hard drive. You will need a second hard drive for the backup and a copy of the backup software.

When: Saturday September 11 – 9:00 to 4:00 PM (bring your lunch)

Where: LaFetra Senior Center, Elm Room

Class fee: \$20.00 paid at least one week prior to start of class.

Enrollment: Limited to 10 participants

*Prerequisite: Participant must have attended February workshop - How to Organize your Files and clean up your hard drive.*

## **October – Using the Internet effectively**

From setting up your home page to searching and surfing to shopping and interacting in forums, this course will help you make the most of your time on the internet. Bookmark your favorite sites. Avoid viruses and spyware. Get free and almost free software. Research your hobbies and interests. Copy and/or print just the information you want from a web page. Use aggregate searches and learn how to subscribe to RSS feeds. Save money by comparison shopping, get coupons on-line, and learn how to troubleshoot and repair almost anything.

When: Thursdays, October 7 through 28 – 1:00 to 3:30 PM

Where: LaFetra Senior Center, Elm Room

Class fee: \$30.00 paid at least one week prior to start of class.

Enrollment: Limited to 12 students

## **October – Workshop – Tips and Tricks for Troubleshooting Your PC**

This all day clinic focuses on how to maintain, troubleshoot and repair your PC. You will learn how to keep your PC running smoothly and actions you can take when problems do arise before going to that expensive repair shop. Learn what free and low cost software is available to assist you.

Come prepared to ask questions and take notes.

When: Saturday October 16 – 9:00 to 4:00 PM (bring your own lunch)

Where: LaFetra Senior Center, Elm Room

Class fee: \$15.00 paid at least one week prior to start of class.

Enrollment: Limited to 30 participants