



April - July 2010

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COMPUTER CLASS DESCRIPTIONS Brookside Church

COMPUTER BASICS (ONE SESSION):

- Learn how to:
 - Open and close windows
 - Operate hardware and operating systems
 - Use the mouse and keyboard effectively

BASIC WORD 2003 I & II (TWO SESSIONS) Knowledge of Typing required

- Learn the tools and commands that allow you to:
 - Format documents i.e., letter, minutes, resume
 - Create, save, and edit documents
 - Cut, copy and paste text
 - Utilize Word commands
 - Use spell check and shortcuts

BASIC WORD 2007 I & II (2 SESSIONS) Knowledge of Typing required

- Learn the new features of Word 2007 found on the:
 - Button menu
 - Ribbon
 - Mini toolbar
 - Quick access and status toolbars
 - That allow you to:
 - Format documents, e.g., letters, memos, etc.
 - Create, save and edit documents
 - Cut, copy and paste text
 - Use shortcuts and more

INTERMEDIATE WORD 2007 (ONE SESSION)

- Learn how to use some additional features of Word 2007:
 - Insert objects and pictures
 - Use the drawing toolbar
 - Create address labels
 - Create headers, footers, and watermarks

INTERNET/DOWNLOAD/E-MAIL SKILLS (ONE SESSION):

- Learn how to:
 - Use the browser/download programs/obtain information
 - Download programs and utilities to your computer
 - Compose, send and receive e-mail
 - Open and send attachments

BASIC EXCEL I & II (TWO SESSIONS): Basic knowledge of Windows required

- Learn to use spreadsheets:
 - Set-up your personal ledger
 - Formatting
 - Basic formulas and functions
 - Modify worksheets

INTERMEDIATE WORD 2003 (ONE SESSION):

- Learn how to use some additional features of Word 2003:
 - Insert objects and pictures
 - Use the drawing toolbar
 - Create address labels
 - Create headers, footers, and watermarks

SPEED UP COMPUTER PERFORMANCE (ONE SESSION):

- Learn how to:
 - Delete un-necessary files
 - Speed up your computer
 - Take proper care of your computer
 - Perform other simple maintenance actions

BURNING CD/DVD/ MUSIC/ DATA/ BACKUP (ONE SESSION):

- Learn how to:
 - Backup music and data
 - Rip music and burn to CD, DVD
 - Practice burning
 - Question and answer time

DIGITAL PHOTOGRAPHY (ONE SESSION):

BRING YOUR DIGITAL CAMERA WITH CABLES TO CLASS

- Learn how to:
 - Use a digital camera
 - Use basic camera functions
 - Select and purchase a digital camera
 - Save pictures
 - Set-up a photo album

MICROSOFT MOVIE MAKER (ONE SESSION):

- Learn how to:
 - Use Microsoft Maker
 - Incorporate videos and photos into a movie
 - Incorporate audio into a movie
 - Burn movie to CD or DVD
 - Bring your own photographs to make your movie

DEVELOP POWER POINT SKILLS (ONE SESSION):

- Learn how to:
 - Develop power point presentations
 - Utilize power point techniques
 - Create visual effects
 - Utilize animation
 - Manipulate timing

HOW TO BUY AND SELL ON E-BAY (ONE SESSION):

- Learn how to:
 - Set-up an E-bay account
 - Set-up a PayPal account
 - Take photos of your product and up-load to E-Bay
 - Set your price
 - Mail your product

HOME NETWORK/WIRELESS/INTERNET

- Learn how to:
 - Set-up a home network
 - Set-up a router
 - Trouble shoot internet connections

ALTERNATIVE USES FOR EXCEL

- Learn how to:
 - Use Excel for lists
 - Merge cells
 - Control data

PROCEDURE FOR REGISTRATION:

1. Complete registration form at Brookside Senior Adult Center or by contacting Beulah Neff at 486-4467 or Ginny Lehman 485-7493.
2. For other information call Ginny Lehman.
3. Cost per session: \$5.00.
4. Class fees paid at registration.
5. Cash or check made out to Brookside Church
6. Minimum class number: three (3) students; maximum number seven (7).
7. Classes open to Brooksiders, their friends, and the community as a whole.

NOTE: Please help us to offer these classes efficiently! Often there are students on a waiting list who want to take a class, PLEASE CALL Beulah Neff, if you are unable to attend or need to cancel.