

**101 Intro to Computing**

This two session, introductory course presents the Windows Vista operating system, general computer concepts, and use of the mouse and keyboard. It is intended for people with no experience and those who feel they need some preparation for the *103 Introduction to Word Processing I* course.

Prerequisite: none

Date: XXXXXXXX

Time: 9:30 am - 11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

**103 Intro to Word Processing I**

This two session course reviews and continues developing the concepts introduced in the course, *101 Intro to Computers*. Students use *WordPad* to learn to create, edit, save and open files. Other topics introduced include menus, fonts, as well as copy/cut and paste text. Some file organization is presented.

Prerequisite: *101 Intro to Computers* or equivalent

Date: XXXXXXXX

Time: 9:30 am-11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

**105 Organize My Computer**

(An introduction to the Windows Operating Systems)

A typical computer may contain thousands of documents and pictures and it is essential to have a good way to organize these items. This two session course will explain how to use a Microsoft Windows operating system to attain this goal. The course will cover the following Microsoft Windows topics: basic computer organization, how to view stored content, USB flash drives, creation of folders, view menu options for content display, copying and moving folders and files, use of the right mouse button, finding files and folders, shortcuts, and backup strategies. The course will use the Windows Vista operating system, but much of the content will be useful for people using Windows XP or other Windows operating systems.

Prerequisite: *101 Intro to Computers* or equivalent

Date: XXXXXX

Time: 9:30 am - 11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

**107 Intro to Word Processing II**

This two session course builds on concepts and skills introduced in the course, *103 Intro to Word Processing I*. To enable people to produce good-looking documents, students use features of

*WordPad* to improve the appearance of a document. Formatting topics introduced include alignment, font type and styles (bold, italic, underline and color), as well as advanced copy/cut and paste applications. More file organization is presented, and students learn how to navigate the Help Menu.

Prerequisite: 103 *Intro to Word Processing I* or equivalent

Date: XXXXXXXX

Time: 9:30 am-11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

### **109 Intro to Internet and E-mail**

This two session course deals with the following topics: searching the internet, sending and receiving e-mail, sending and opening e-mail attachments, using Contacts (Address Book), and security. The course uses Microsoft Internet Explorer and Google Gmail

Prerequisite: 105 *Organize My Computer* or equivalent

Date: XXXXXXXX

Time: 9:30 am-11:30 am

Cost: \$20 members, \$25 non-members

Register by Wednesday Noon of the week before the course begins

### **210 Learn to Type**

Learning how to 'touch-type' (as opposed to a "hunt and peck" method) isn't magic. It requires patience and practice to become proficient. This 8-hour course presents the techniques needed to type correctly without looking at your hands or keyboard. When you don't have to think about making errors or about which key to press, you can concentrate on the subject matter more fully. Come and learn the correct methods so that your practice can result in accuracy and mastery. Because of time constraints, a minimum amount of time is spent on practice in each class session. Becoming proficient requires patience and practice outside of class.

Prerequisite: 103 *Intro to Word Processing I* or equivalent

Date: XXXXXXXX

Time: 9:30 am-11:30 am

Cost: \$40 members, \$45 non-members

Register by: Wednesday Noon of the week before the course begins

### **220 More Word Processing I**

This four session course builds on basic word processing skills for people ready for an intermediate level of word processing. Students use *Microsoft Word* for more features to enhance any document. They navigate its many menus, bars and buttons. They manage files, open/close multiple documents simultaneously, and copy and move text between documents. They customize tab and margin settings, use advanced formatting skills, are exposed to print properties, and save files to various

locations. They use built-in Help: Auto Correct & Complete, Spelling & Grammar Check, and Thesaurus.

Prerequisite: 107 *Intro to Word Processing II* or equivalent  
Date: XXXXXXXX  
Time: 9:30 am-11:30 am  
Cost: \$40 members, \$45 non-members  
Register by: Wednesday Noon of the week before the course begins

### **230 More Word Processing II**

This four session course reviews and builds on word processing skills learned in '220 *More Word Processing I*'. Learn to set a new default type, size and style for the font in Microsoft Word documents, to let the computer count the words in a document or to search it for specific text and replace it. Create page breaks where you want them located and Copy/Cut and Paste text between two documents. Add pizzazz to your document by adding Headers and Footers and by displaying text in columns. Work with inserting and modifying Special Characters. Learn to use time-saving features such as Templates and Wizards, Adding Numbers/Bullets to a list, and Automatic Formatting.

Prerequisite: 220 *More Word Processing II* or equivalent  
Date: XXXXXXXX  
Time: 9:30 am-11:30 am  
Cost: \$40 members, \$45 non-members  
Register by: Wednesday Noon of the week before the course begins

### **250 Insert a Photo into Text**

This one session course will show how to enhance letters and other documents by incorporating pictures and clip art using Microsoft Word software. It will repeat much of the material presented in 255, *Holiday Correspondence*.

Prerequisite: 107 *Intro to Word Processing II* or equivalent  
Date: XXXXXXXX  
Time: 9:30 am-11:30 am  
Cost: \$10 members, \$15 non-members  
Register by: Wednesday Noon of the week before the course begins

### **255 Holiday Correspondence**

This one session course will show how to enhance letters, invitations, and other documents by incorporating pictures including titles, clip art, and decorative borders using *Microsoft Word* software. This course will help to embellish your holiday letters.

Prerequisite: 107 *Intro to Word Processing II* or equivalent  
Date: XXXXXXXX  
Time: 9:30 am-11:30 am

Cost: \$10 members, \$15 non-members

Register by: Wednesday Noon of the week before the course begins

### **270 Making Greeting Cards**

Excellent greeting cards can be created using a computer. The cards can be easily customized for any situation. Students in this two session course will first learn how to create cards using standard *Microsoft Word* software. Techniques for inserting and manipulating photos and other graphic elements will be presented. These procedures can be used whenever it is desired to add a graphic element to a Word document. There are many commercial software products available for creating greeting cards. Students will learn how to use one of these products in the second part of the course.

Prerequisite: *107 Intro to Word Processing II* or equivalent

Date: XXXXXXXX

Time: 9:30 am-11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

### **303 Intermediate Internet and E-mail**

This two session course will discuss internet topics such as using tabs, online banking and buying, organizing favorite sites, backup of favorite sites, and information searching strategies. E-mail topics covered will include creating and using group addresses, Contacts (Address Book) backup, and attachments. Cutting, copying, pasting, and printing techniques will be developed for both e-mail and web browsing. The course will use Microsoft Internet Explorer (browser) and Google Gmail (e-mail). If time and interest allow other e-mail and browser software such as Windows Mail will be discussed.

Prerequisite: *109 Intro to the Internet and E-mail* or equivalent

Date: XXXXXXXX

Time: 9:30 am -11:30 am

Cost: \$20 members, \$25 non-members

Register by Wednesday Noon of the week before the course begins

### **305 What's New in Vista?**

This two session course is designed for people who are proficient computer users who want to know something about Microsoft's Windows Vista operating system. It will be a hands on course. The course will begin with a review of aspects of Vista that are very similar to earlier Microsoft operating systems such as Windows XP. Attention will shift to new features such as the Vista Media Center and the Photo Gallery.

Prerequisite: Working knowledge of any Microsoft operating system  
Or *105 Organize My Computer*

Date: XXXXXXXX

Time: 9:30 am -11:30 am

Cost: \$20 members, \$25 non-members

Register by Wednesday Noon of the week before the course begins

### **320 Scanning Pictures**

Share your pictures of the grandkids with others. This one session course shows how to scan photos of any size from small snapshots up to 8x10 inch photographs using the software included with Microsoft Windows Vista. Choosing the size and the cropping of the scanned photo will be demonstrated. Students can bring a couple of pictures to be scanned and saved to their flash drive. Optical character recognition (OCR) procedures will also be taught allowing the students to learn how to copy documents and also how to convert printed documents into Microsoft *Word Pad* or *Microsoft Word* programs. This will enable editing and re-printing of older documents in a form that would look fresh and new.

Prerequisite: 101 *Intro to Computers* or equivalent

Date: XXXXXXX

Time: 9:30 am-11:30 am

Cost: \$10 members, \$15 non-members

Register by: Wednesday Noon of the week before the course begins

### **410 Taking Digital Snapshots**

This two session course helps you understand how to use your digital camera. In the first session you'll learn about digital photography and look at some techniques that will help you take better pictures. In the second session you'll look at the basics of preparing your pictures for printing and sharing with others. If you already have a digital camera, bring it with you. If not, there will be a limited number of cameras you can use

Prerequisite: 101 *Intro to Computers* or equivalent

Date: XXXXXXX

Time: 9:30 am-11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

### **412 Digital Camera - Beyond Point & Shoot**

This digital camera course investigates the features built into your camera that you may not have used yet. Aperture priority, shutter priority, optical zoom, digital zoom, and other modes are often hidden by the automatic operation of Point & Shoot. Learn the full capabilities of your digital camera and increase your enjoyment of digital photography.

Prerequisite: 410 *Taking Digital Snapshots* or equivalent

Date: XXXXXXX

Time: 9:30 am-11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

**415 Quick Fix Photos**

This one session course uses *Adobe PhotoShop Elements* software to correct overall picture defects such as overexposed or too dark photos, underexposed or washed out photos as well as low contrast or overall color shifted scenes can be corrected to produce good photographs. Picture rotation, cropping and removal of red eye are also demonstrated. The use of the Histogram will be demonstrated. This very valuable tool provides a quick and easy method of correcting many of the above mentioned defects. Students must bring a USB portable memory device (i.e. flash drive, flash memory, thumb drive, etc.).

Prerequisite: 101 *Intro to Word Processing II* or equivalent

Date: XXXXXXXX

Time: 9:30 am-11:30 am

Cost: \$10 members, \$15 non-members

Register by: Wednesday Noon of the week before the course begins

**416 Detailed Photo Editing**

This two session course uses *PhotoShop Elements* software to correct relatively small but severely distracting defects in photos such as creases, scratches, water spotting, etc. Alterations such as removing wires and other objectionable objects, facial wrinkles, colorizing B&W photos, captioning and creating vignettes are introduced and demonstrated. The cut and paste procedure of removing people or objects from a photo is introduced. Students must bring a USB portable memory device (i.e. flash drive, flash memory, thumb drive, etc.).

Prerequisite: 415 *Quick Fix Photos* or equivalent.

Date: XXXXXXXX

Time: 9:30 am-11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

**418 Intro to Layers Using Adobe PhotoShop Elements**

This two session course uses *Adobe PhotoShop Element's* layers function to add or subtract from a photo scene by placing corrective layers above the original in the layers format. Alterations and additions can be made to a photo or to an entirely new canvas that can be created in order to produce scrapbook pages or collages or any other project that be created that are limited only by the imagination of the student. The document can be saved as a .psd document at any stage or when completed. When re-loaded, any or all layers can be altered or deleted. In order to print, however, the document must be reduced to a single layer. Students must bring a USB portable memory device (i.e. flash drive, flash memory, thumb drive, etc.).

Prerequisite: 416 *Detailed Photo Editing* or equivalent.

Date: XXXXXXXX

Time: 9:30 am-11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

### **455 *New Life for Old Slides***

The first part of this two session course presents a procedure for scanning 35 mm slides to produce electronic slide files. The second part presents a method to produce a slide show on a DVD that can be played through a television set. Electronic files have many uses. They are readily stored. They can be easily copied and distributed. They can be used to insert pictures into documents. They can be organized. They can be used to produce slide show DVDs for use with television sets. Canon scanners recently acquired by NATC will be used. Software that came with the Canon scanners is used for the scanning. Vista operating system software will be used to produce the DVDs. Students will need to bring a USB flash drive and five or six slides to the class

Prerequisite: 105 *Organize My Computer* or equivalent

Date: XXXXXXXX

Time: 9:30 am-11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

### **710 *Intro to Spreadsheets***

Spreadsheets are handy tools that are easy to set up and run. Students in this four session course will learn how to use software similar to Microsoft Excel software to construct and operate many different kinds of spreadsheets. After an initial study of basic spreadsheet techniques, a variety of spreadsheet applications will be examined. In each case students will first learn how to use an example spreadsheet and next, learn how it works. Finally, they will construct a similar spreadsheet.

The course will show how to find the total and average of a set of numbers, how to sort data, and how to make a graph of the information. Spreadsheets dealing with household budgets, currency converters and temperature converters will be discussed.

In summary, this course will show how to construct and use spreadsheets to organize and analyze almost any collection of numerical information.

Prerequisite: 107 *Intro to Word Processing II* or equivalent

Date: XXXXXXXX

Time: 9:30 am - 11:30 am

Cost: \$40 members, \$45 non-members

Register by: Wednesday Noon of the week before the course begins

**720 Using PowerPoint**

PowerPoint is used mostly for lecture presentations, but it has many other uses. If you haven't used it, you may be impressed and think that it is quite beyond you. Not so! This two session course takes you through the process of creating 'slides," adding pictures and text, and then running a 'show." You may find it an excellent way to incorporate digital images from cameras, scanners, or from the Internet to record vacation trips or significant events in your life.

Prerequisite: 107 *Intro to Word Processing II* or equivalent

Date: XXXXXXX

Time: 9:30 am - 11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins

**770 Basic Quicken**

Learn the basics of Quicken, the leading software for the management of personal finances. During this course you will learn to manage your checking and savings accounts using your computer. You will learn how to use categories to track your spending and how Quicken can be used to help you at income tax time. Students will be given a copy of Quicken Premier 2008. Materials Fee: \$5.00.

Prerequisite: 101 *Intro to Computers* or equivalent

Date: XXXXXXX

Time: 9:30 am - 11:30 am

Cost: \$25 members, \$30 non-members

Register by: Wednesday Noon of the week before the course begins

**772 Intermediate Quicken**

This course builds on the concepts and skills developed in 770 *Basic Quicken*. It further develops the methods of recording income and expenditures, and introduces reports for tracking bills and itemizing expenditures for easier budgeting and accurate tax filings.

Prerequisite: 770 *Basic Quicken* or equivalent

Date: XXXXXXX

Time: 9:30 am - 11:30 am

Cost: \$20 members, \$25 non-members

Register by: Wednesday Noon of the week before the course begins