

JULY/AUGUST CLASSES

(See **NOTES** for time, cost & registration date)

SUMMER SALE

The following 100 Series Classes are **½ price** in July & August.

Free, if repeating class already taken.

101 Intro to Computers (4hrs) Tuesday/Thursday July 8 & 10, 2008

This introductory course introduces the Windows XP 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* or equivalent.

Prerequisite: A desire to learn how to use a computer.

103 Intro to Word Processing I (4hrs) Tuesday/Thursday July 15 & 17, 2008

This course reviews and continues developing the concepts introduced in the course, *101 Introduction to Computers*. Students use *Word Pad* 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.

105 Organize Your Computer (4hrs) Tuesday/Thursday July 22 & 24, 2008

This course will cover the following Windows topics: basic computer organization, the use of My Computer and Windows Explorer to view stored content, USB 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.

Prerequisites: *101 Intro to Computers* or equivalent

107 Intro to Word Processing II (4hrs) Tuesday/Thursday July 29 & 31, 2008

This course builds on the concepts and skills introduced in the course, *103 Intro to Word Processing I*. To enable people to produce good-looking documents, students will use features of *Word Pad* to improve the appearance of a document. Formatting topics which are introduced include alignment, font type and styles (bold, italic, underline and color), as well as copy/cut and paste text. More file organization is presented, and students learn how to utilize the Help Menu.

Prerequisite: *Organize My Computer 105* or equivalent

109 Intro to Internet & E-mail (4 hrs) Tuesday/Thursday August 5 & 7, 2008

This course deals with the following topics: searching the internet, sending and receiving e-mail, sending and opening e-mail attachments, using the Address Book, and security. The course uses Microsoft Internet Explorer and Microsoft Outlook Express.

Prerequisite: *105 Organize My Computer* or equivalent

Improve Your Presentations

720 PowerPoint (4hrs) Monday July 7 & 14, 2008

PowerPoint is mostly used 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 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, or to record vacation trips or significant events in your life.

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

NOTES

Time: 9:30am - 11:30am (unless specified otherwise)

Cost: \$10 for 2hr class, \$20 for 4hr class, \$40 for 8hr class, \$50 for 10hr class
(Add \$5 for non-members)

Registration Deadline: Noon, Wednesday, the week before the class

Photography Classes

320 Scan & E-mail Pictures (2 hrs) **Monday** **July 21, 2008**

Share your pictures of the grandkids with others. This course shows how to scan photos of any size from small snapshots up to 8 x 10 inch photos into your computer using Microsoft Windows XP. The class then learns about doing simple editing, sizing the pictures and sending these scanned pictures by E-mail. Also taught is how to handle picture attachments sent to you, particularly those huge pictures that are sometimes received. Students are invited to bring a photo of any size to be scanned and sent via E-mail.

Prerequisite: 103 Intro to Word Processing I or equivalent

415 Quick Fix Photos (2hrs) **Monday** **July 28, 2008**

This course uses PhotoShop Elements software to correct entire picture defects such as underexposed or too dark photos, overexposed or washed out photos. Low contrast, overall color tinted and unevenly lit scenes all can be corrected. Also demonstrated are rotation, cropping and resizing of photos. Several defective photos are provided to the class to demonstrate these techniques. The use of the Histogram in evaluating and correcting photos will also be described.

Prerequisite: 103 Intro to Word Processing I or equivalent

416 Detailed Photo Editing (4 hrs) **Monday** **Aug 4 & 11, 2008**

This course uses PhotoShop Elements software to correct defects in photos that may be small in nature but severely detract, such as scratches, creases, water spotting, etc. Several photo alterations, such as smoothing facial wrinkles, colorizing old black and white photos, brightening or darkening portions of a photo, removing and inserting objects or people, captioning, creating a vignette and other techniques will be introduced and demonstrated.

Prerequisite: Quick Fix Photos or equivalent

418 Intro to Layers Using Adobe Elements (4 hrs) **Monday** **Aug 18 & 25, 2008**

This is a new course that uses the layers function of PhotoShop Elements to subtract from and more importantly, add to, a picture or scene. These alterations can be made to an existing photo or to a new area or canvas that can be generated. Layers can then be added to create scrapbook pages, collages, montages and other projects that are limited only by the imagination of the originator.

Prerequisite: 415 or 416 Photo Editing or equivalent

Improve Your Skills

303 Intermediate Internet & E-mail (4 hrs) **Tuesday/Thursday** **Aug 12 & 14, 2008**

This course will discuss internet topics such as tabs, favorite organization, favorite backup, online banking and buying, and web searching strategies. E-mail topics covered will include group addresses, Address Book backup, and attachments. Cutting, copying, pasting, and printing techniques will be developed for both e-mail and web browsing.

Prerequisite: 109 Intro to the Internet and E-mail or equiv.

230 More Word Processing II (8 hrs) **Tuesday/Thursday** **Aug 19, 21, 26 & 28, 2008**

This course builds on the concepts and skills introduced in the course, 103 *Intro to Word Processing I*. To enable people to produce good-looking documents, students will use features of *Word Pad* to improve the appearance of a document. Formatting topics which are introduced include alignment, font type and styles (bold, italic, underline and color), as well as copy/cut and paste text. More file organization is presented, and students learn how to utilize the Help Menu.

Prerequisite: *Organize My Computer 105* or equivalent

NOTES

Time: 9:30am - 11:30am (unless specified otherwise)

Cost: \$10 for 2hr class, \$20 for 4hr class, \$40 for 8hr class, \$50 for 10hr class
(Add \$5 for non-members)

Registration Deadline: Noon, Wednesday, the week before the class