

COMPUTER TRAINING

Attention Beginning Computer Users!

To get the most out of your computer training, the following sequence of classes is suggested by our instructor. They are designed to give you the basic skills you'll need to move on to the next level of classes.

#1 Basic Computer Skills

This class is designed specifically for the novice user. You'll learn about the computer itself, its components, how to use a mouse and even some basic keyboarding skills. Easy-to-learn computer games are incorporated into the class to help you learn how to use the mouse to point and click to pull down menus as well as other fundamentals you will need to take our more advanced computer classes. It's easy and fun!

MICRO 818-81

\$29 (Senior Fee \$14.50)
Tues/Thurs Sep. 1 & 3
9 - 11 p.m. Z 289 Waybright

MICRO 818-82

\$29 (Senior Fee \$14.50)
Tues/Thurs Sep. 1 & 3
6 - 8 p.m. Z 289 Waybright

#3 Beginning Windows XP

This class presents the fundamental computer skills that everyone should have. Learn how to use Windows Help and WordPad; save and rename files; create and manage folders; and how to cut, copy and paste. You'll also learn how to change display properties and use the keyboard instead of, or in conjunction with, the mouse. This class will be taught using Windows XP, however, Vista users will also benefit as the skills are the same in both applications.

Prerequisite: You should have basic computer and keyboarding skills before enrolling in this class. CEUs: 1.2

MICRO 876-81

\$89 (Senior Fee \$46.50)
Tues/Thurs Sep. 8 - 17
9 a.m. - Noon Z 289 Waybright

MICRO 876-82

\$89 (Senior Fee \$46.50)
Tues/Thurs Sep. 8 - 17
6 - 9 p.m. Z 289 Waybright

#2 WWW...The Internet

Learn how to explore the Web by using search engines, as well as what you can do with the information once you've found it, and how to easily keep track of your favorite Web sites. Learn how to use e-mail to send and receive messages and how to organize an address book. Internet safety and security will also be discussed. **Prerequisite: You should have basic computer and keyboarding skills before enrolling in this class.**

MICRO 798-81

\$89 (Senior Fee \$46.50)
Tues/Thurs Sep. 22 - Oct. 1
9 a.m. - Noon Z 289 Waybright

MICRO 798-82

\$89 (Senior Fee \$46.50)
Tues/Thurs Sep. 22 - Oct. 1
6 - 9 p.m. Z 289 Waybright

Intermediate Windows

Take what you learned in the beginning class one step further! Through lecture and hands-on experience, you'll learn to change how your computer looks and works by customizing the start menu, task bar, and even folders and files. Make your keyboard and mouse work with you instead of against you. In addition, learn how to save ink by changing your printer settings.

Prerequisite: Beginning Windows XP or Vista. Handouts will be provided. CEUs: 1.2

MICRO 806-81

\$89 (Senior Fee \$46.50)
Tues/Thurs Oct. 6 - 20
6 - 9 p.m. Z 289 Waybright
No class on October 13

Beginning Word 2007

Word 2007 has new and improved features to enhance your word processing documents. You'll want to sign up for this class to see how you'll now open, retrieve, create, modify and save your documents. You'll gain hands-on experience in how to use page layout, as well as how to view and manipulate text. **Prerequisite: You must have previous computer experience including Windows and keyboarding skills.** CEUs: 1.2

MICRO 899-81

\$89 (Senior Fee \$46.50)
Mon/Wed Oct. 5 - 14
6 - 9 p.m. Z 289 Waybright

Intermediate Word 2007

Take what you learned in our beginning class a step further. Or, join us if you're already using Word and want to become more comfortable and confident in your skills. This class will primarily focus on creating sections with unique formatting, creating columns, illustrating with graphics, understanding and performing mail merges, and how to work with themes, styles and templates. **Prerequisite: Beginning Word or equivalent experience.** CEUs: 1.2

MICRO 906-81

\$89 (Senior Fee \$46.50)
Tues/Thurs Oct. 22 - Nov. 3
6 - 9 p.m. Z 289 Waybright

Beginning Excel 2007

Learn the latest premier spreadsheet application – Excel 2007. The Quick Access toolbar will make all of your favorite icons easily available. The right-mouse capability has been greatly enhanced. Improved data tables and chart options make presenting your data faster and easier. Tips will be given on when and how to use the new ribbon interface.

Prerequisite: You must have previous computer experience, including Windows and keyboarding skills. CEUs: 1.2

MICRO 897-81

\$89 (Senior Fee \$46.50)

Tues/Thurs

Nov. 5 - 17

6 - 9 p.m.

Z 289

Applin

Intermediate Excel 2007

Are you ready to take your Excel skills to the next level? Our intermediate class will focus on enhancing the look of your spreadsheets, data manipulation, formulas, pivot tables, sharing and editing workbooks, customizing Excel options, and protecting worksheets and workbooks. **Prerequisite: Basic Excel 2007 or equivalent experience.** CEUs: 1.2

MICRO 904-81

\$89 (Senior Fee \$46.50)

Tues/Thurs

Nov. 19 - Dec. 3

6 - 9 p.m.

Z 289

Applin

No class on November 26

PowerPoint Workshop

No previous PowerPoint experience is necessary for this class – you'll learn just the basic skills needed to insert pictures onto slides and then dress them up with borders and other fun effects. You'll then learn how to save your presentation so it can be played on any computer. Please bring a CD or thumb drive of your own pictures to the second and third classes if you wish to create a "personalized" slideshow. Generic pictures will be provided if you do not have your own collection. Class size is limited. **Prerequisite: You must have previous computer experience, including Windows and keyboarding skills.**

MICRO 902-81

\$69 (Senior Fee \$34.50)

Friday

Oct. 23-Nov. 6

9 a.m. - Noon

Z 289

Waybright

Ebay Selling Basics

This fun class will show you the ins and outs of Ebay, such as setting up an account, bidding and paying using PayPal, and completing sales. Designed for those brand new to Ebay, this class will give you the tools to be a successful buyer and seller. Learn how to sell your unwanted items for cash. The instructor is an educational specialist trained by Ebay and provides the same course material taught at Ebay University. This is not a hands-on class. However, the instructor will go live often on ebay, including a live auction listing. Text included in the cost

MICRO 891-81

\$49 (Senior Fee \$32)

Saturdays

Sep. 26 & Oct. 3

9 a.m. - Noon

Z 260

Koldys

MICRO 891-82

\$49 (Senior Fee \$32)

Saturdays

Nov. 14 & 21

9 a.m. - Noon

Z 260

Koldys

See page 34 for additional sections of Ebay Selling Skills at the Whitman Center.