



Old Fashioned Service for New Technologies

INTRODUCTION TO COMPUTERS :

Learn the basic components of P/Cs and the function of each. We cover this in an easy to understand manner – as it relates to your everyday life. Learn the meaning of common acronyms and terms used in the computer industry. If you are new to the computer or have just always been frustrated by what you don't know how to do, this is your place to start. Learn how to change the way your screen looks... use a screensaver... and background images. At the end of class, you will know the meaning of these terms: Desktop, Taskbar, Toolbar, Tool Buttons, Icons, Tab Menu, Pull Down, and much more!

DIGITAL PHOTOS LEVEL 1 :

Getting the pictures from the camera or card reader is our first priority. From there we move on to basic photo editing techniques. We will clean up red eye and adjust brightness. We will learn about cropping and resizing photos. Ever had trouble locating your photos once you transferred them to your computer? We will go in depth with how to organize pictures. Photo paper and ink are expensive, so next we attack layout and printing. Finally, we hit the most effective ways to share your photos using the power of the internet.

MICROSOFT® WORD® LEVEL 1 :

Learn all the basics of typing and formatting documents like letters and recipes. How do you want your letter to look? Jazzy, or professional, we learn how to use colored text, type faces, underline and bold to enhance your style. Learn how to create templates that you can use over and over again to automatically include personalized information like a letterhead. See how to get date, time and page numbers to automatically update. At the end of this class, you will know some handy shortcuts that will make your typing tasks go quicker!

MICROSOFT® EXCEL® LEVEL 1 :

When is it right to use a spreadsheet? What are the basics of setting up an empty one? How do you want your spreadsheet to look? We'll use colors, lines, boxes, and learn how to create headers and footers for some automatic tasks. Learn how to use formulas and calculations to save time on monthly reports. Want to know how to quickly move back and forth from beginning to end in a really big spreadsheet? On top of all that, we cover some shortcut keys that will make your data entry easier.

MICROSOFT® OUTLOOK® LEVEL 1 ®:

It is time to get all your mailing, email, group emails and scheduling tasks organized with one tool! No longer have email and postal addresses in two different places! We learn how to set up your electronic rolodex in categories so you can quickly get to them by groups, like 'everyone for Christmas cards', or 'everyone to attend annual meeting'. The second half of learning will be dedicated to the scheduling capabilities of this program. Setting appointment reminders and using color coded labels on your calendar will be a few of the other topics we will address.

DIGITAL PHOTOS LEVEL II :

We get down to the nitty gritty of cool presentations with your digital photos. Learn how to get music tracks from your cd's into your computer, then use the music in photo slide shows. We will build a photo slide show from scratch with your photos. You will leave this class with a slide show of your photos on a cd that will play back on a computer or on a DVD player. Introduction to digital photos is a pre-requisite to this class.

MICROSOFT® EXCEL® LEVEL II:

This class is for those who have already taken the introductory class and want to go further. We will cover complicated formulas, data lookup tables, sorting data, and linking multiple worksheets so your detailed data can automatically update a summarized sheet. This class is for those of you who already like Excel® and just know you could be doing more to utilize it's power.

DATA PROTECTION:

Learn how to protect your computer from viruses. What emails NOT to open! How to get rid of annoying pop-ups and junk programs that appeared on your computer suddenly... without your knowing how they got there. LEARN HOW TO MAKE A BACKUP OF YOUR IMPORTANT DATA! What are emergency rescue disks? What are system recovery disks? What is 'Safe Mode'? What is a system restore point? Learn what all these things are and how they can help you recover or prevent data loss, and serious system problems.

MICROSOFT® PUBLISHER® LEVEL 1 :

This class is for anyone who wants to create awesome looking newsletters, brochures, mailers, or even school projects using a combination of photos and text. We will create a flyer from scratch, and a newsletter using a template. Learn how to adjust and get those photos, clipart and text boxes exactly where you want them! This is a fun class that teaches extremely useful techniques for home or business projects.

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