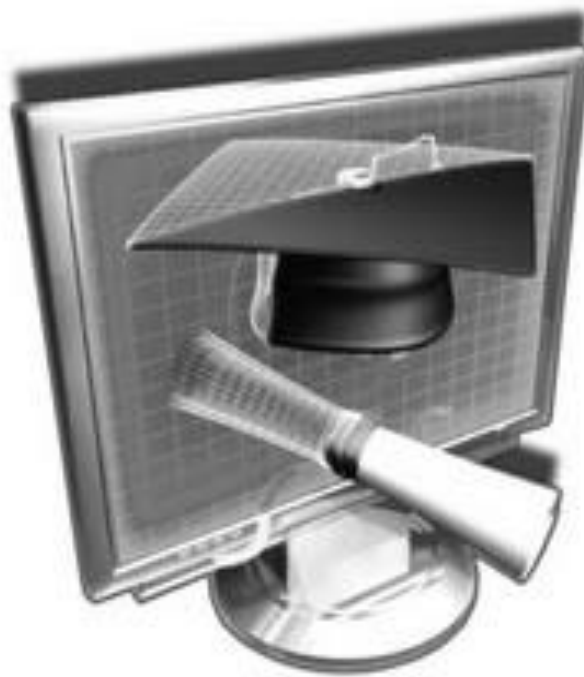


THE
COMPUTER
COLLEGE

AT SHELL POINT



SPRING 2012



COMPUTER COLLEGE ESSENTIALS

NEW COMPUTER TEACHING CENTER (CTC)



Most of the Computer College classes will be held in the new Teaching Center (CTC). Classes have been shortened by 15 minutes so the residents can use the shuttle to the Woodlands. A limited number of courses will be held in the Computer Center/Woodlands.

Admission Procedures

1. You **must register** to take a Computer College course by either:
 - A. Registering **on-line** at <http://registration.spccsc.net>
 - B. Registering using the form in the brochure. Turn it in to either Service Desk.

2. **The correct level**

- A. Students should **not** take the next level course until they have satisfactorily completed the lower level course or have equivalent experience.
- B. It is recommended that you repeat a course before going on to the next level if it has been some time since you have taken a course.
- C. **Please read the section below** which describes the level of difficulty to be expected in courses as indicated by their course number. For example a course number CC201 will be more difficult (and require more experience) than a course numbered CC101 or CC001 (which would be the least difficult).

3. **Curriculum Levels**

- A. **Level 0** is the most basic computer course and is designed for those who have never used a computer.
- B. **Level 1** is for those who have completed the Computer College Prep School (Level 0) or have equivalent basic computer skills.
- C. **Level 2** is somewhat more difficult and persons taking these courses should have completed the Level 1 course or had considerable computer experience.
- D. **Level 3** is a more advanced and complex course and requires that the student has considerable basic computer experience. This can also be obtained from having satisfactorily completed some Level 2 courses.

REGISTRATION INFORMATION (New)

You are strongly urged to register **promptly** for courses of your choice. **If you register by 4 PM on the third day of paper registration** (this term Dec. 19) you will have an equal opportunity to get into a class. After that, your registration will be processed in the order it was received. Also, after that time **no new sections will be added** so you could more likely be placed on a wait list. If there are enough registered for a course for two sections, one can be added then, not later!

If you find it necessary to cancel or add courses, you may do so at least five days before any classes start by using the on-line registration form, or by contacting either service desk before enrollment is closed for your class. Instructors have the option of closing enrollment up to 5 days before class starts. This will give the instructor time to prepare materials. It will also provide an opportunity for someone else to take the course if you cancel.

Flash drives for those classes that require them can be obtained at either Service Desk.

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LEVEL 0 CLASSES

Level 0 - Most Basic (No computer experience required)

CC001 **COMPUTER COLLEGE PREP SCHOOL – BASICS – LEVEL 0**
Sign up required
EVERY Mon Jan 9 thru Mon Feb 13, 2012—6 sessions
1:15 p.m. – 3:00 p.m. **Computer Teaching Center/IS**

Instructors: Alice and Gerry DeBaun (Eagles Preserve)
atdebaun@gmail.com.

Fee: \$20.00 Limit 8 students

This is a very basic computer course for people who have never used a computer or want to review basic computer processes. The pace of this course is purposely slow giving the student time to memorize, understand, and apply their newly acquired skills. It will include an introduction to the computer keyboard, use of the mouse, and getting ready to begin computer work. Students will learn some basics about computer hardware, software, starting and shutting down the computer, how to find programs on your computer, how to prepare documents and store them. You will learn how to access and surf the Internet. For residents that have had difficulty with another Computer College course they have taken, this course may be a viable alternative. It is advisable to plan to attend all the sessions and have time to practice between sessions.

One of the hallmarks of a Prep School course is that during each session a significant amount of time will be dedicated to supervised practice.

PREREQUISITES

None

CC003 **COMPUTER COLLEGE PREP SCHOOL – ON WINDOWS 7 LAPTOPS – LEVEL 0**

Sign up required

EVERY Thu Feb 2 thru Thu Feb 23, 2012—4 sessions

9:15 a.m. – 11:00 a.m.

Computer Teaching Center/IS

Instructor: Penny Modrich (Nautilus) pennycdv2@Gmail.com

Class assistant(s): Marie Wodarczyk (Parkwood)

Fee: \$16.00 Limit 10 students

This is a very basic computer course for residents who have a new Windows 7 laptop who are new to laptop computers, or those residents that want to review basic computer processes on a Windows 7 laptop. The pace of this course is purposely slow giving the student time to memorize, understand, and apply their newly acquired skills. It will include an introduction to the computer keyboard, mastering the mouse, and the Touch Pad, and getting ready to begin computer work. Students will learn some basics about computer hardware, software, starting and shutting down the computer, how to find programs on your computer, how to prepare documents and store them. You will learn how to connect to the Internet using wireless access, and then surf the Internet. For residents that have had difficulty with another Computer College course they have taken, this course may be a viable alternative.

One of the hallmarks of a Prep School course is that during each session a significant amount of time will be dedicated to supervised practice.

PREREQUISITES

None

CC004 **COMPUTER CLASS FOR RESIDENTS WHO DO NOT WANT TO USE A COMPUTER BUT? – LEVEL 0**

Sign up required

EVERY Fri Feb 3 thru Fri Feb 24, 2012—4 sessions

1:45 p.m. – 3:30 p.m.

Computer Teaching Center/IS

Instructor: Richard Nelson (Lakewood) richnelson@hotmail.com

Class assistant(s): One-on-One

Fee: \$16.00 Limit 7 students

This course was developed for residents that do not want to know how to use a computer but want to know enough to talk intelligently to people who do use computers. It is also for residents that don't own a computer but just want to be able to check them out in case they want to buy one, and finally for those that might have a fear of computers. This class was developed for that purpose. It is a very basic computer course with no expectations of the students except they will have some fun. There will be plenty of classroom assistants to provide one-on-one help when needed. The in-class pace of this course is purposely slow giving the student time to ask as many questions they want. This course is designed to assist you in your Life Long Learning Journey. Also there is a significant amount of research proving that using computers instead of watching TV and other non-cognitive activities keeps your brain healthier and in some cases can be a deterrent to memory problems. An example is playing solitaire on a computer.

Students will learn how to start and shut down computer, and the purpose of the computer hardware, software. You will learn the purpose of the different kinds of software available on a computer, such as word processing to write your memoirs or create poetry, graphics software to create pictures to expand your artistic talents, spread sheets to keep your financial records, and computer games for entertainment and therapy. You will learn the concept and purpose of the Internet and how to access and search the Internet to expand your knowledge base. Although not required, you will be able to produce a short document on the computer and send a copy of it to the printer. Likewise it's not required but you can do some simple searches on the Internet. It is advisable to plan to attend all the sessions, if possible, and have time to play with computers between sessions. There will be volunteer residents available between classes to answer questions and provide one-on-one help.

PREREQUISITES

ABSOLUTLEY NONE

CC011 KEYBOARD TYPING 101 – LEVEL 0

Sign up required

Thu Jan 12 and Thu Jan 19, 2012—2 sessions

1:15 p.m. – 3:00 p.m.

Computer Teaching Center/IS

Instructor: Megs Singer (Tellidora) megs.singer@gmail.com

Class assistant(s): Sylvia Raia (Lucina)

Fee: \$8.00 Limit 8 students

The purpose of this course is to develop basic keyboard skills in order to use a computer effectively. We will learn about the special keys on the computer keyboard and we will use these two Internet websites for practice keyboarding: <http://gwydir.demon.co.uk/jo/typing> and www.keyhero.com. We will also learn how to correct mistakes in a word processing document. This course will not teach the “touch typing” method, however, students will be encouraged to use most fingers of both hands.

During this course approximately half of the time will be dedicated to supervised practice.

PREREQUISITES

None

CC012 “HOW TO” USING WORDPAD – LEVEL 0

Sign up required

EVERY Tue Feb 28 thru Tue Mar 13, 2012—3 sessions

1:15 p.m. – 3:00 p.m.

Computer Teaching Center/IS

Instructor: Carolyn Zenoniani (Lakewood) clzeno@embarqmail.com

Class assistant(s): Lois Sheehan (Lakewood)

Fee: \$12.00 Limit 10 students

This is a very basic word processing course for those who just want to write a letter or a document. WordPad is the easiest program to use and is available on any computer with Windows. You do not need Microsoft Word!

PREREQUISITES

None

CC021

INTERNET PREP SCHOOL - BASICS – LEVEL 0

Sign up required

EVERY Fri Mar 2 thru Fri Mar 16, 2012—3 sessions

1:15 p.m. – 3:00 p.m.

Computer Teaching Center/IS

**Instructors: LaMoyne Ebner (Rosemont) lamoyne.ebner@yahoo.com and
Richard Nelson (Lakewood) richnelson@hotmail.com**

Fee: \$12.00 Limit 8 students

This is a very basic Internet course for people who have never used the Internet and have a great desire to learn how, or for those that want to review the processes. The pace of this course is purposely slow giving the student time to memorize, understand, and apply their newly acquired skills. It will include an introduction to the computer keyboard, mastering the mouse, and getting ready to begin Internet access work. Students will not have to be accomplished in typing to be successful in this course because we will use a shortcut system similar to that being used to do Texting. During the course students will learn, understand, and apply the basics of how the Internet works, the different ways to access the Internet, understand how to navigate and search the Internet and accomplish the jobs you want.

One of the hallmarks of a Prep School course is that during each session a significant amount of time will be dedicated to supervised practice.

PREREQUISITES

None

LEVEL 1 CLASSES

Level 1 - Requires Prep School (Level 0) or some Computer Experience

CC101 AFTER PREP SCHOOL BASICS - LEVEL 1

Sign up required

Tue Jan 10 thru Tue Feb 21, 2012 (skipping Jan 17) —6 sessions

1:15 p.m. – 3:00 p.m.

Computer Teaching Center/IS

Instructor: John Eberhard (Eagles Preserve) ejespcc@Gmail.com

**Class assistant(s): Lois Sheehan (Lakewood), Babs Schnoes (Eagles Preserve)
and Warren White (Sundial)**

Fee: \$20.00 Limit 10 students Flash Drive Required

This course is for those seeking to improve skills in using the computer. Course work will include using the Internet to gain information and word processing for creation of useful documents such as letters and improving e-mail techniques.

PREREQUISITES

Students should come with: knowledge of the computer keyboard, some typing skill, and mouse skills that include left click, left click and drag, and right click. This course should be preceded by the Computer College Prep School course, or other basic computer skills development.

CC112 “HOW TO” USING WORD 2007 or WORD 2010- LEVEL 1

Sign up required

EVERY Wed Feb 22 thru Wed Mar 7, 2012—3 sessions

1:15 p.m. – 3:00 p.m.

Computer Teaching Center/IS

Instructor: Russ Kraay (Oakmont) rgkraay@Gmail.com

Class assistant(s): Jim Rudolph (Rosemont)

Fee: \$12.00 Limit 10 students Flash Drive Required

In this course, you will learn how to create, edit, format, print, and save text documents or copy them to an e-mail. You will also learn to copy and paste text, pictures, and graphics from one file to another and from the Internet to a word document using Word 2007 processing software.

PREREQUISITES

Students should come to this course with: knowledge of the computer keyboard, some typing skill, and basic mouse skills. This course should be preceded by the Computer College Prep School course, or have equivalent computer skills. You should have either Word 2007 or Word 2010 on your computer or be familiar with Word 2003 and desire to learn a newer program. (All of the Computer Teaching Center computers will have Word 2007 but the Computer Centers computers will have Word 2010.)

CC113 **ORGANIZE FILES FOR EASY RETRIEVAL - LEVEL 1**

Sign up required

EVERY Thu Jan 12 thru Thu Jan 26, 2012—3 sessions

9:15 a.m. – 11:00 a.m.

Computer Teaching Center/IS

Instructor: Dean Traxler (Rosemont)

Class assistant: Betty Nordin (Lakewood)

Fee: \$12.00 Limit 10 students Flash Drive Required

Goals and Objectives: Learn to use the tools that are available on your computer to make folders and organize your files and folders so that you can easily find a particular document or photo. A flash drive is one of the several storage locations on a computer and it has the advantage of being very portable. Learn how to determine its capacity and how to properly remove it from your computer. Explore the way to copy and save a document or photo from the Internet as well as those that are already on your computer.

This course will be taught using the Teaching Center computers which have Windows 7 as the operating system. Having Windows 7 on your personal computer is not required since the material is written for use with XP or Vista as well.

PREREQUISITES

To be successful in this course, you must have completed the COMPUTER COLLEGE PREP SCHOOL course, or have otherwise developed basic computer skills. Without basic computer skills you could be uncomfortable. Specifically you must know:

- How to comfortably use a mouse to point, left click, right click, drag and drop
- To be familiar with the keys on the keyboard and how to type at a reasonable rate
- Students should have a basic knowledge in the use of **MS Word** or **Word Pad** (The versions we will use are MS Word 2007 and Windows 7 Word Pad.)

CC122 **THE BASICS OF SMART SHOPPING ON THE INTERNET - LEVEL 1**

Sign up required

Thu Mar 8 and Thu Mar 15, 2012—2 sessions

1:45 p.m. – 3:30 p.m.

Computer Teaching Center/IS

Instructor: Paul McKean, (Eagles Preserve) kpmckean@comcast.net

Class assistant(s): TBA

Fee: \$8.00 Limit 8 students

In this course you will learn how to search for items you may want to buy on the Internet, how to find the websites that sell them, and how to buy safely from the merchants that sell on the Internet. We will explore how to search for items on the Internet, how to limit or change searches to get good results, how to browse websites to look at the products they are selling, and how to make a purchase when you are sure you have found what you want. We will talk about Internet security and safe ways to buy on the Internet. Part of each class will be devoted to hands-on practice on the Internet. There will be time for questions and tips for successful shopping.

PREREQUISITES

No specific prerequisites, but this is a level 1 class. Students should have a basic understanding of the use of a computer either from experience or from having taken a Level Zero course. Prior completion of the Level Zero course titled “Internet Prep School – Basics – Level 0” would be

useful, but not required. Students should have access to a computer of their own at home (for practice purposes), have an E-Mail account, and some basic knowledge of how to use E-Mail and how to reach the Internet using a browser. Students using Mac computers are welcome but the computers available in the class will not include a MAC so students may need a basic familiarity with PCs.

CC131 **GMAIL – LEVEL 1**
Sign up required
EVERY Thu Jan 26 thru Thu Feb 9, 2012—3 sessions
1:15 p.m. – 3:00 p.m. **Computer Teaching Center/IS**

Instructor: Megs Singer (Tellidora) megs.singer@Gmail.com
Class assistant(s): Sylvia Raia (Lucina)
Fee: \$12.00 Limit 8 students

This Gmail class is for those new to Gmail as well as for those who want to learn more. Students will learn how to send, read, and reply to email messages. You will also learn how to manage your “Contacts” so that you don’t need to remember your friends’ email addresses. They will also learn about the “archive” function that allows you to save information while keeping your "Inbox" cleaned out. Another feature of Gmail covered will be creating a “group” of contacts in order to easily send a message to a bunch of people (perhaps your family members). We will spend about half of each session doing practice work so that you can become comfortable using Gmail in class and also on your home computer (if you have one). You will be expected to practice between sessions, either at home or at one of the Shell Point computer centers. You must have Gmail account before the first class. Contact the instructor before class if you need help with this. If a married couple takes the course together, each person must have a separate email account.

PREREQUISITES

Computer Prep School or similar experience.

CC152 **SPECIFICATIONS FOR BUYING A NEW LAPTOP/NOTEBOOK**
COMPUTER – LEVEL 1
Sign up required
Mon Feb 20, 2012—1 session
9:15 a.m. – 11:00 a.m. **Computer Teaching Center/IS**

Instructor: Jim Plummer (Parkwood) jmplum@aol.com
Fee: \$4.00 Limit 10 students

In this course you will identify the equipment and software that is important when buying a new laptop/notebook computer. There will be a handout covering a specification of a typical laptop/notebook computer and a special specification sheet that each student will fill out covering the specifications of the computer they want. There will also be some discussion of the new netbook computer which is a smaller version of the notebook.

PREREQUISITES

You should have some knowledge of computers so that computer hardware descriptions will have some meaning for you.

CC165 **SKYPE BASICS –LEVEL 1**

Sign up required

EVERY Fri Jan 13 thru Fri Jan 27, 2012—3 sessions

1:15 p.m. – 3:00 p.m.

Computer Teaching Center/IS

Instructor: Joe Cramer (Lakewood) n2xyzjoe@Gmail.com

Class assistant(s): Jim Plummer (Parkwood)

Fee: \$12.00 Limit 8 students

Skype is a computer based process where two people can have a video conversation over the Internet for free. This conversation can take place between two people any place in the world that have Internet access. This three session class is intended for those just getting started with basic computer operation including Internet operations. Each student cannot bring his or her own laptop to this class. There will be Shell Point laptop computers available. There will be Computer Assistants on hand to help.

During the first session you will learn to make a computer Skype capable, and you will learn how to download free Skype software from the Internet. You will also get a personal Skype address and password on the Skype Internet site, and test the basic Skype capabilities. During the second session you will test your Skype capabilities again, add contacts of other students in the class and practice Skyping different students in the classroom. During the third session you will bring your own laptop to class and learn how to get Skype going on your computer. During the third session you will again test your Skype equipment and Skype other student in the room and learn how to Skype someone you know that has Skype capabilities other than those in the room.

PREREQUISITES

Students should come to this course with: knowledge of the computer keyboard, some typing skill, and basic mouse skills. This course should be preceded by the Computer College Prep School course, or have equivalent computer skills.

CC167 **MACINTOSH COURSE – Pages - LEVEL 1**

Sign up required

Mon Feb 20 and Mon Feb 27, 2012—2 sessions

1:00 p.m. – 2:45 p.m.

Computer Center /WDL

Instructor: Susan Schmitt (Lakewood) and Lucille Peterson (Lakewood)

Fee: \$8.00 Limit 4 students

Learn how to personalize letters and cards; create posters and newsletters. You will communicate using your own text and use your iPhoto collection of pictures. This is handy for family or Christmas newsletters. We can make a collage of photos.

PREREQUISITES

Students should come to this course with: knowledge of the computer keyboard, some typing skill, and basic mouse or touch pad skills. Pictures from the camera need to be already installed in the iPhoto of a student's MacBook. Come with a theme in mind for a poster and for a newsletter. The pictures you have installed in iPhoto should support the theme. (You may telephone the instructors if you need clarification.)

(Bring your Macintosh Laptop with iPhoto and Pages installed.)

LEVEL 2 CLASSES

Level 2 - Somewhat More Difficult (Should have a Level 1 course)

CC202 DEVELOPING SKILLS ON WINDOWS 7 – LEVEL 2

Sign up required

EVERY Mon Jan 9 thru Mon Feb 13, 2012—6 sessions

9:15 a.m. – 11:00 a.m.

Computer Teaching Center/IS

Instructor: Jim Plummer (Parkwood) jmplum@aol.com

Class assistant: Joe Cramer (Lakewood)

Fee: \$20.00 Limit 10 students Flash Drive Required

Goals and Objectives: This course is designed to increase your skill and confidence in using your computer. It will cover some of the basic computer operations in the Windows 7 environment, including programs, commands, formatting and saving documents. However, we will go beyond the basics to become more efficient in your computing. Available actions in the Start Menu and Control Panel will be covered in some detail. Several important improvements to MS Office in the 2007 version and its unique features will be practiced. Good e-mailing practices will be covered, as well as how to get more out of surfing the Internet.

PREREQUISITES

This is not a basic computer course for beginners. Students should come with knowledge of the computer keyboard, some typing skill, and mouse skills that include left click and right click, as well as drag and drop. They should have at least elementary knowledge of word processing and the Internet. To be successful in this course, you must have completed a Level 1 computer college course, (such as CC101 After Prep School Basics), or have otherwise developed equivalent computer skills. Without basic computer skills you will have difficulty in learning the material that is covered in this course.

This course will be taught using the Teaching Center computers which have Windows 7 as the operating system, as well as Version 2007 of Microsoft Office. Having Windows 7 on your personal home computer is not required but would be useful.

CC204 THE POWER OF RIGHT CLICKING WINDOWS 7– LEVEL 2

Sign up required

Tue Mar 13 and Tue Mar 20, 2012—2 sessions

9:15 a.m. – 11:00 a.m.

Computer Teaching Center/IS

Instructor: Dean Traxler (Rosemont)

Class assistant: Marie Wodarczyk (Parkwood)

Fee: \$8.00 Limit 10 students Flash Drive Required

If you have recently upgraded to Windows7 and were comfortable using previous operating systems, then this is an opportunity to learn how to take advantage of the use of the Right Click with Windows7. Right clicking is one of the most powerful operations you can perform with your mouse. You can manage your Desktop which this course will cover along with many other computer management operations. If you don't know how to use the right button you are not realizing the full power of your computer.

PREREQUISITES

To be successful in this course, you must have completed the COMPUTER COLLEGE PREP SCHOOL course, or have otherwise developed basic computer skills. Without basic computer skills you could be uncomfortable. Specifically you should know:

- How to comfortably use a mouse to point, left click, right click, drag and drop
- To be familiar with the keys on the keyboard and how to type at a reasonable rate
- Students should have a basic knowledge in the use of **MS Word**

CC205 TIPS & SHORTCUTS FOR THE SERIOUS COMPUTER USER - LEVEL 2

Sign up required

EVERY Wed Mar 14 thru Wed Mar 28, 2012—3 sessions

1:15 p.m. – 3:00 p.m.

Computer Teaching Center/IS

Instructor: Russ Kraay (Oakmont) rgkraay@Gmail.com

Class assistant(s): Betty Nordin (Lakewood) and Jim Rudolph (Rosemont)

Fee: \$12.00 Limit 10 students Flash Drive Required

How many times have you said I didn't know you could do that when someone shows you a really neat way to do something on the computer? Most of us are used to the point-and-click method but many times this is much less efficient than using the keyboard. Learn the many ways you can execute a command without having to reach for your mouse and finding the correct icon with the pointer. In this course you will be introduced to many tips and shortcuts. Some may be just what you are looking for. This course has three sessions to provide more time to practice and master the material.

PREREQUISITES

To be successful in this course, you should be serious about improving your computer skills. It is important that you have completed a Basics Level 2 course, or have otherwise developed equivalent basic computer skills. Without good computer skills you might have difficulty in learning the material that is covered in this course.

This course will be taught using the Teaching Center computers which have Windows 7 as the operating system and Word 2007. Having Windows 7 on your personal computer is not required but would be useful.

CC214 WRITING YOUR MEMOIRS ON A COMPUTER –LEVEL 2

Sign up required

EVERY Tue Jan 10 thru Tue Feb 14, 2012—6 sessions

9:30 a.m. – 11:15 a.m.

Computer Center /WDL

Instructor: Lucille Peterson, Computer Instructor (Lakewood) and Marty Gibson, Memoir Instructor (Lakewood)

Fee: \$20.00 Limit 7 students Flash Drive Required

Learn to write your MEMOIRS on the computer. This hands-on course will teach you how to design and write memoirs in a simple, easy to understand way. During the class sessions the memoirs will be typed into word processing software on a center computer, and saved to a flash drive so that they can be available on your personal computer in your apartment.

PREREQUISITES

There will be a lot of typing in this course so you must know how to type, use a mouse, and have completed one Level 1 Computer College course and a word processing course or equivalent.

CC215 **INTRODUCTION TO THE SPREADSHEET - LEVEL 2**

Sign up required

EVERY Thu Feb 16 thru Thu Mar 1, 2012—3 sessions

1:15 p.m. – 3:00 p.m.

Computer Teaching Center/IS

Instructor: Jeff Hennick (Tellidora) email: Jeff@Jeff-H.com

Class assistant(s): Betty Nordin (Lakewood)

Fee: \$12.00 Limit 10 students

This level 2 course is a hands on workshop designed to acquaint you with the many home uses of a spreadsheet. A spreadsheet is not all numbers. We will use Google Doc Spreadsheet in class (it is free), but will talk about and be compatible with Excel and most other spreadsheet programs. This workshop is not for beginners. Some experience using a spreadsheet is desirable but not a course requirement. An hour or so of homework spreadsheets between class sessions will be assigned and shared in class. The class will emphasize basics using small examples with a minimum of typing. The homework will need more extensive typing. On completion of this class you will be able to make and use spreadsheets for home budgets, Christmas card lists, etc.

PREREQUISITES

Participants must be familiar with computers and mouse use. CC101 AFTER PREP SCHOOL BASICS - LEVEL 1 or equivalent experience is expected. Some experience with the Internet is also required. A free Google Account is required.

CC241 **DESIGNING AND MAKING GREETING CARDS WITH A HALLMARK PROGRAM – LEVEL 2**

Sign up required

EVERY Fri Feb 24 thru Fri Mar 9, 2012—3 sessions

9:45 a.m. – 11:30 a.m.

Computer Teaching Center/IS

Instructor: Lois Sheehan (Lakewood) hilosh39@Gmail.com

Class assistant(s): Carolyn Zenoniani (Lakewood) and John Eberhard (Eagles Preserve)

Fee: \$12.00 Limit 8 students

In this class you will learn to create one-of-a-kind cards for all occasions- birthday, holiday wedding, envelopes, etc. from the Hallmark Card Studio program.

The program used for teaching will be on at least one computer in each Computer Center for practice.

PREREQUISITES

To be successful in this class you should have completed After Prep School Basics – Level 1, and have considerable computer experience.

CC242 PRINTING PHOTOS FROM EMAIL – LEVEL 2

Sign up required

Thu Mar 1 and Thu Mar 8, 2012—2 sessions

9:15 a.m. – 11:00 a.m.

Computer Teaching Center/IS

Instructor: Penny Modrich (Nautilus) pennycdv2@Gmail.com

Class assistant(s): Marie Wodarczyk (Parkwood)

Fee: \$8.00 Limit 10 students

Email is a great way to share family photos. In this course you will learn how to save and print photos you have received in an email. You will also learn an easy way to send photos in an email. This course was previously offered as One Session. This will provide more time to master the material.

PREREQUISITES

This course is intended for those already comfortable with basic PC computer operation including Internet operations, and use of an email account with your user ID and password. Specifically you must know: Your email account ID and Password

CC245 INTRODUCTION TO PICASA– LEVEL 2

Sign up required

EVERY Wed Jan 11 thru Wed Jan 25, 2012—3 sessions

9:45 a.m. – 11:30 a.m.

Computer Teaching Center/IS

Instructor: Larry Brock (Eagles Preserve) larrydbrock@Gmail.com

Class assistant(s): Joe Cramer (Lakewood)

Fee: \$12.00 Limit 8 students

This course introduces Picasa, a free photo editing and organizing application from Google, and the associated Picasa Web Albums. This course will cover picture organization, basic picture editing including cropping, straightening, and red eye, and picture sharing using email and Picasa Web Albums. There will be brief demonstrations of identifying people in photos, making a movie from photos, and locating photos in Google Earth (geo tagging).

Picasa is also available on Macintosh. Mac users are welcome and can bring their own laptop or use the Windows 7 laptop in the classroom.

PREREQUISITES

This course is intended for those already comfortable with basic computer operation including word processing, Internet operations, and use of an email account with your used ID and password.

CC247 **POWER POINT FOR PRESENTATIONS AND ALBUMS – LEVEL 2**

Sign up required

EVERY Tue Jan 10 thru Tue Jan 24, 2012—3 sessions

9:45 a.m. – 11:30 a.m.

Computer Teaching Center/IS

Instructor: Frank Di Vesta (Lakewood) divestaf@peoplepc.com

Class assistant(s): TBA

Fee: \$12.00 Limit 8 students Flash Drive Required

Power Point is used extensively in presentations at Shell Point as well as on national television programs. It is ideally suited, easily learned and versatile for making personal presentations. It can be adapted to making special purpose albums for storage of memoirs and events whether in verbal (e. g., memoirs) or pictorial (e. g., photographs and pictures) formats. This course will instruct you on the use of the three major components accessible as templates on Power Point: formats, designs and animation schemes. The program allows you to easily incorporate text, pictures, sounds and animations into your production of slides. In conjunction with several alternative programs, available on the Internet, your knowledge of the basics will enable you, if you wish, to extend your skills into a hobby of using Power Point's capabilities creatively and imaginatively through custom effects and slide shows.

This course will be taught using the Teaching Center computers which have Windows 7 as the operating system. However instruction is designed for easy use with XP as well.

PREREQUISITES

Students should be ready to navigate the taskbars and tools as they are used in instruction. You will need to be able to use easily and flexibly the basic computer skills learned in a Basics Level 1 course, or their equivalent. Without these skills you may have difficulty in following the instruction.

CC253 **WHAT'S NEW WITH WINDOWS 7 – LEVEL 2**

Sign up required

Wed Feb 1 and Wed Feb 8, 2012—2 sessions

1:30 p.m. – 3:15 p.m.

Computer Center /WDL

Instructor: Floyd Jamison (Parkwood) fljamison@aol.com

Class assistant(s): TBA

Fee: \$8.00 Limit 8 students

What's new with Windows 7 is a level 2 course for residents who have a new Windows 7 computer, laptop or desktop that has had experience with computers but want to discover what is new on Windows 7. In this course you will explore new Windows 7 features such as Find, Support, Aero Peek/ Snap, WordPad, and be exposed to Speech Recognition, Narrator and Sound Recorder. Mouse and TouchPad use with Drag and Drop feature will also be explored.

PREREQUISITES

To be successful in this course, you must have completed the COMPUTER COLLEGE PREP SCHOOL – ON WINDOWS 7 LAPTOPS course, or have otherwise developed basic computer skills. Without basic computer skills you could be uncomfortable. Specifically you must know:

- How to comfortably use a mouse to point, left click, right click, drag and drop
- To be familiar with the keys on the keyboard and how to type at a reasonable rate
- Students should have a basic knowledge in the use of **MS Word**

CC254 **DATA PROTECTION BACKUPS & PASSWORD MANAGEMENT -
LEVEL 2**

Sign up required

EVERY Tue Feb 21 thru Mar 6, 2012 - 3 Sessions

9:45 a.m. - 11:30 a.m.

College Teaching Center/IS

Instructor: Lowell Schulz (Sundial) loloschulz@gmail.com

Class assistant: TBA

Fee: \$12 Limit 10 students Flash Drive Required

Goals and Objectives: This course will present the various methods to protect the data and programs on your PC from loss; as well as how to protect and manage passwords. We will demonstrate and practice file and folder backups and discuss strategies for complete system backup. The pros/cons of local and "CLOUD" backup strategies will also be discussed. Each student will prepare their own protected file for storing and managing their personal passwords. Recovery of forgotten passwords will also be discussed with free programs and instructions provided to help recover password from common internet browsers.

PREREQUISITES

To be successful in this course, you must have a working knowledge of the following programs:

- Windows Explorer
- Internet Explorer (at home you can use any internet browser you want)
- A Spread Sheet program (i.e.; Excel, Works spread sheet, Open Office) or a Word Processor (i.e.; Word, Works Word Processor, Open Office)

Note: the course will be taught on PCs using Windows 7 using Word 2007 and Excel 2007; the knowledge is transferable to Windows XP and the use of other spread sheet and word processor programs; however, this will be the student's responsibility.

CC262 **WHAT CAN I DO WITH SPEECH RECOGNITION?– LEVEL 2**

Sign up required

Wed Feb 15 and Wed Feb 22, 2012—2 sessions

1:30 p.m. – 3:15 p.m.

Computer Center /WDL

Instructor: Floyd Jamison (Parkwood) fljamison@aol.com

Class assistant(s): Marie Wodarczyk (Parkwood)

Fee: \$8.00 Limit 8 students

You can use your voice to control your computer. You can say commands that the computer will respond to, and you can dictate text to the computer. Before you get started using Windows 7 Speech Recognition, you'll need to *obtain and plug-in a microphone to your computer. Once you've gotten the microphone set up, you can train your computer to understand you by creating a voice profile that your computer uses to recognize your voice and spoken commands. After you've obtained/*purchased your microphone and established a voice profile set up, you can use Speech Recognition to do the following:

Control your computer. Speech Recognition listens and responds to your spoken commands. You can use Speech Recognition to run programs and interact with Windows. Dictate and edit text.

You can use Speech Recognition to dictate words into word-processing programs or to fill out online forms. You can also use Speech Recognition to edit text. Speech Recognition is available only in English, French, Spanish, German, Japanese, Simplified Chinese, and Traditional Chinese. (this course limited to English)

NARRATOR - the capability to have the computer read documents to you and

RECORDER - the capability to have the computer record your voice will also be presented.

PREREQUISITES

To be successful in this course, you must bring your laptop and microphone head set to class.

WINDOWS 7 HOME PREMIUM or higher must be the Operating System installed on your Laptop. General computer skills are required e.g. knowledge of basic word processing, reasonable skills with a touch pad or mouse. The ability to train yourself to speak in a clear consistent manner is an advantage but no absolutely necessary..

*If you need help in selecting microphone headset contact Instructor

CC266 GOOGLE MAPS AND GOOGLE EARTH (New) – LEVEL 2

Sign up required

Wed Mar 7 and Wed Mar 14, 2012—2 sessions

9:45 a.m. – 11:30 a.m.

Computer Teaching Center/IS

Instructor: Larry Brock (Eagles Preserve) larrydbrock@gmail.com

Class Assistant: Paul McKean, (Eagles Preserve)

Fee: \$8.00 Limit 8 students

This course introduces you to Google Maps and how to use it to do many useful things. We will first cover how to control the map by going to a specific location, zooming in and out, and controlling the different views including the map view, satellite view, Google Earth view and street view. We will look at several useful functions like finding stores and restaurants, getting directions and modifying these directions, and measuring distances. Google Earth, a free application that can be downloaded from Google, will also be covered. It provides even more features on how to view our Earth and also includes views of the Moon, Mars, and the whole Universe.

These applications are also available for the Macintosh. Mac users are welcome and can bring their own laptop or use the Windows 7 laptop in the classroom.

PREREQUISITES

This course is intended for those already comfortable with basic computer operation including pointing, clicking, and dragging with the mouse.

LEVEL 3 CLASSES

Level 3 - More Advanced (Require Level 2)

CC343 **COMPUTER GRAPHICS USING PRINT SHOP 22 – LEVEL 3**
Sign up required
EVERY Mon Feb 20 thru Mon Mar 26, 2012—**6 sessions**
1:15 p.m. – 3:00 p.m. Computer Teaching Center/IS

Instructor: Wayne Wolfert (Lucina) seawr Wolfe@hotmail.com
Fee: \$20.00 Limit 6 students Flash Drive Required

In this course you will learn how to use the graphics of Print Shop 22 to design and make greeting cards, posters, stationery, newsletters, brochures, envelopes, calendars and many more items. Print Shop 22 is loaded with fonts, photos and graphics. And has a direct connection with graphic files on the Internet. Manipulating a mouse is a necessity.

The program used for teaching will be on at least one computer in each Computer Center for practice.

PREREQUISITES

This course is intended for those already comfortable with basic computer operation.

CC344 **ADOBE PHOTOSHOP ELEMENTS – LEVEL 3 (DIGITAL DARKROOM**
(Editing and Enhancing Photos)
Sign up required
EVERY Fri Jan 13 thru Fri Feb 17, 2012—**6 sessions**
9:15 a.m. – 11:00 a.m. Computer Teaching Center/IS

Instructor: Harold Seer (Parkwood) haroldseer@sprintmail.com
Fee: \$20.00 Limit 6 students Flash Drive Required

This course is for serious photographers who would like to turn their snapshots into pictures. Some of the subjects that will be covered are: rotating, cropping and resizing pictures; correcting lighting and color balance; correcting parallax distortion; adding objects to and removing objects from pictures; changing colors of objects, changing sharpness. We will be using Adobe Photoshop Elements 5.0 that is currently installed in the Center computers.

PREREQUISITES

To be successful in this course, you must have completed the COMPUTER COLLEGE PREP SCHOOL course, or have otherwise developed basic computer skills. Without basic computer skills you could be uncomfortable..

Specifically you must know to use a mouse, copy, cut and paste, manage files and to have completed one level 2 Computer College course.

COMPUTER CENTER ASSISTANT COACHING/TUTORING SCHEDULE

Woodlands Computer Center Assistants willing to help computer college students when classes are not scheduled

Woodlands Computer Center 454-2052

Contact the desired assistant, or just come to the Computer Center when they are there.

Monday 1-5	Marion Britz	Word processing and typing
Wednesday 9-12	Harold Seer	Copy, paste, files, folders & Adobe Photo Shop Elements and general help
Friday 9-12	Jim Plummer	General help
Friday 1-3	Lucille Peterson	General help
Friday 3-5	Harry Myles	General help
Saturday 9-12	Hunter McCluer	General help

Island Computer Center Assistants willing to help computer college students

Island Computer Center 454-1111 x 3030

Contact the desired assistant, or just come to the Computer Center when they are there.

Tuesday 1-3	Wayne Wolfert	Print Shop & graphics in general
Thursday 1-3	Larry Brock	Most subjects (November to April only)