

Class Prerequisites & Topics

(B) Beginning Classes ● (I) Intermediate Classes ● (A) Advanced Classes

(See Page 12 for software versions used in classes.)

Intro to Computers I (B)

Prerequisite: None

Topics:

- Turn on/off system
- Mouse & Keyboard
- Beginning Windows

Intro to Computers II (B)

Prerequisite: Intro to Computers I

Topics:

- Equipment in Detail
- Comprehensive Windows Functions

Intro to Computers III (B)

Prerequisite: Intro to Computers II

Topics:

- File Maintenance
- Saving and Deleting Files
- Shortcuts

Beyond the Basics: Troubleshooting (I)

Prerequisite: Intro to Computers III

Topics:

- Burning Disks
- Installing & Uninstalling
- Troubleshooting

Beyond the Basics: Personalization (I)

Prerequisite: Intro to Computers III

Topics:

- Customizing Windows
- Desktop Settings

Beyond the Basics: Scanners (I)

Class is limited to 6 students.

Prerequisite: Intro to Computers III

Topics:

- Scanning Pictures
- Basic Photo Editing
- Saving Projects
- Printing

Internet Skills I (B)

Prerequisite: Intro to Computers II

Topics:

- Getting Connected
- Browsers & Web Pages
- Finding a Search Engine
- Surfing

Internet Skills II (B)

Prerequisite: Internet Skills I

Topics:

- Favorites
- Online Forms
- Importing & Printing

Internet Skills III (B)

Prerequisite: Internet Skills II

Topics:

- Advanced Search Features
- Tabbed Browsing

New to Facebook? (I)

Prerequisite: Internet Skills III

Topics:

- Setting up your profile
- Posting & Responding

Facebook Features (I)

Prerequisite: Prior knowledge of Facebook

Topics:

- Privacy Settings
- Creating Lists
- Posting Photos

Flickr (I)

Prerequisite: Internet Skills II

Topics:

- Upload Photos
- Edit Profile & Change Privacy

Blogger (I)

Prerequisite: Internet Skills II

Topics:

- Compare Blog Hosts
- Using a Blogger account

Internet Topic Mini Classes (I)

Delicious

LinkedIn

Twitter

YouTube

(Mini classes are one-hour in length. Registration for each session is separate.)

- Registration
- Basic Functions & Tips

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Word I (B)

Prerequisite: Intro to Computers III

Topics:

- Anatomy of Word Window
- Enter & Edit Text
- Character Formatting

Word II (B)

Prerequisite: Word I

Topics:

- Paragraph & Page Formatting
- Cut, Copy & Paste
- Spell Check & Printing

Word III (I)

Prerequisite: Word II

Topics:

- Indents, Tabs, Bullets & Numbers
- Headers, Footers & Page Breaks

Word IV (I)

Prerequisite: Word III

Topics:

- Templates
- Thesaurus & Find and Replace
- Protecting Documents

Word V (I)

Prerequisite: Word IV

Topics:

- Clip Art, Watermarks & Borders
- SmartArt & Screen Shots

Word VI (I)

Prerequisite: Word IV

Topics:

Drawing Tools

Word VII (A)

Prerequisite: Word IV

Topics:

- Tables

Word VIII (A)

Prerequisite: Word IV

Topics:

- Mail Merge & Printing Labels

Word IX (A)

Prerequisite: Word IV

Topics:

- Forms & Macros
- Styles & Formatting
- Tables of Contents

Word X (A)

Prerequisite: Word IV

Topics:

- Bibliographies and Citations
- Captions & Comments
- Tracking Changes

Excel I (I)

Prerequisite: Word III

Topics:

- Enter & Edit Information
- Formulas & Character Formatting
- Working with Worksheets

Excel II (I)

Prerequisite: Excel I

Topics:

- Move & Copy Info
- Formulas & Functions
- Number Formats & Printing Features

Excel III (A)

Prerequisite: Excel II

Topics:

- More Functions & Absolutes
- Sorting Data & Number Formatting

Excel IV (A)

Prerequisite: Excel III

Topics:

- Charts
- Headers & Footers

Excel V (A)

Prerequisite: Excel III

Topics:

- Linking Sheets
- If/Then Statements
- Trace Precedents & Data Validation

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PowerPoint I (I)

Prerequisite: Word IV

Topics:

- Anatomy of PowerPoint Window
- Enter & Edit Information
- Manipulating Slides
- Navigation –Views/Slide Show
- Design Templates

PowerPoint II (I)

Prerequisite: PowerPoint I

Topics:

- Templates & Slide Layouts
- Insert Pictures & Backgrounds
- Printing

PowerPoint III (I)

Prerequisite: PowerPoint II

Topics:

- Transitions
- Custom Animation & Sounds

PowerPoint IV (A)

Prerequisite: PowerPoint III

Topics:

- Integrating & Importing Text
- Custom Slide Transitions
- Masters

Photoshop Elements I (A)

Prerequisite: Word V & Internet III

Topics:

- Opening & Saving Images
- Pixels & Resolution
- Zoom, Hand, Crop, Move, Text, and Red Eye Removal Tools

Photoshop Elements II (A)

Prerequisite: Photoshop Elements I

Topics:

- Modify Size & Rotate Image
- Selecting Tools
- Content Panel

Photoshop Elements III (A)

Prerequisite: Photoshop Elements II

Topics:

- Cloning
- Applying Filters
- Using Layers to Create Effects

Movie Maker (A)

Class is limited to 6 students.

Prerequisite: Advanced Computer Knowledge

Topics:

- Basics of Windows MovieMaker
- Cut, Sequence and Assemble Pictures, Video & Audio
- Add Captions & Titles

Access (A)

(Access is a four-part class. You are registering for all four sessions.)

Prerequisites: Excel III and 6 or more months of intense computer experience

Session I Topics:

- Define Database
- Entering, Editing & Printing Records
- Discussion of Database Objects

Session II Topics:

- Modifying & Creating Tables
- Applying filters

Session III Topics:

- Create & Modify Queries
- Printing Queries

Session IV Topics:

- Creating Forms

Publisher I (A)

Prerequisite: Word V

Topics:

- Using Templates
- Enter, Edit, Place, & Link Information

Publisher II (A)

Prerequisite: Word V

Topics:

- Formatting a Publication
- Preparing for Distribution