

# 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

### File Maintenance (I)

**Prerequisite:** Intro to Computers II

**Topics:**

- File Maintenance
- Moving & Copying Files
- Saving and Deleting Files

### Beyond the Basics: Troubleshooting (I)

**Prerequisite:** File Maintenance

**Topics:**

- Cleaning & Maintenance
- PC Troubleshooting
- Getting Help

### Beyond the Basics: Personalization (I)

**Prerequisite:** File Maintenance

**Topics:**

- Customizing Windows
- Desktop Settings

### Beyond the Basics: Scanners (I)

*Class is limited to 6 students.*

**Prerequisite:** File Maintenance

**Topics:**

- Scanning Pictures & Slides
- Scanning Other Flat Articles
- Advanced scanning options

### Internet Skills I (B)

**Prerequisite:** Intro to Computers II

**Topics:**

- Getting Connected
- Browsers
- Surfing through Webpages
- Basics of a Search Engine

### Internet Skills II (B)

**Prerequisite:** Internet Skills I

**Topics:**

- Tabbed Browsing
- Online Forms
- Print from the Internet
- Changing the Home Page

### Internet Skills III (B)

**Prerequisite:** Internet Skills II

**Topics:**

- Add & Manage Favorites
- Importing Images
- Search Images, News, Etc.

### Internet Skills IV (Searching) (I)

**Prerequisite:** Internet Skills III

**Topics:**

- Simple Search Tips
- Advanced Search Techniques
- Evaluating Websites

### Internet Skills V (Beyond Search Engines) (I)

**Prerequisite:** Internet Skills III

**Topics:**

- Google Scholar & Groups
- Library Resources

### Google: Calendar (I)

**Prerequisite:** Internet Skills III & Google Account

**Topics:**

- Creating Calendars and Events
- Adding Reminders & Sharing Calendars

### Google: Gmail (I)

**Prerequisite:** Internet Skills III & Google Account

**Topics:**

- Sending and Receiving Email
- Creating Labels, Archiving, and Searching

### Google: Drive (I)

**Prerequisite:** Word IV, Gmail & Google Account

**Topics:**

- Upload & Share Files
- Create & Edit Forms, Docs, Presentations & Worksheets

### Google: Maps (I)

**Prerequisite:** Internet Skills III

**Topics:**

- Searching Maps
- Obtaining Directions

### Skype (I)

**Prerequisite:** Internet Skills III

**Topics:**

- Creating an account
- Instant Messaging
- Voice & Video Calls

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### Word I (B)

**Prerequisite:** File Maintenance

**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
- Saving to Other Formats

### 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 Letters & Envelopes
- Mail Merge Form Letters

### Excel I (I)

**Prerequisite:** Word IV

**Topics:**

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

### Excel II (I)

**Prerequisite:** Excel I

**Topics:**

- 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
- Advanced Printing

### Excel V (A)

**Prerequisite:** Excel III

**Topics:**

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

### Excel VI (A)

**Prerequisite:** Excel V

**Topics:**

- Pivot Tables
- Sparklines
- More Functions
- Templates

### PowerPoint I (I)

**Prerequisite:** Word IV

**Topics:**

- Anatomy of PowerPoint Window
- Enter & Edit Information
- Navigation
- Views/Slide Show

### PowerPoint II (I)

**Prerequisite:** PowerPoint I

**Topics:**

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

### PowerPoint III (I)

**Prerequisite:** PowerPoint II

**Topics:**

- Transitions
- Custom Animation
- Adding Sound

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### PowerPoint IV (A)

**Prerequisite:** PowerPoint III

**Topics:**

- Integrating & Importing Text
- Custom Slide Transitions
- Masters

### Photos & Computers (I)

**Prerequisite:** File Maintenance

**Topics:**

- Moving Pictures from Camera to Computer
- Delete Pictures On Camera
- Renaming Pictures

### Photoshop Elements I (A)

**Prerequisite:** Word V, Internet III & Advanced Computer Knowledge

**Topics:**

- Opening Images
- Saving Images
- Zoom, Hand, Crop, & Move Tools
- Sponge, Dodge & Burn Tools

### Photoshop Elements II (A)

**Prerequisite:** Photoshop Elements I

**Topics:**

- Pixels & Resolution
- Modify Size
- Layers
- Marquee & Lasso Tools
- Feathering Tool

### Photoshop Elements III (A)

**Prerequisite:** Photoshop Elements II

**Topics:**

- Color Selecting Tools
- Brightness & Contrast
- Clone Tool

### Photoshop Elements IV (A)

**Prerequisite:** Photoshop Elements III

**Topics:**

- Filters & Layer Masks
- Linking & Merging Layers

### Doodling 3D Spring Ornaments (B)

**Prerequisite:** None

**Topics:**

- Using a 3D Printing Pen
- Complete a 3D Ornament

### Tablets: Android I (B/I)

**Tablets: iPad I (B/I)**

**Prerequisite:** Previous Computer Knowledge Helpful

**Topics:**

- Touch Screen Methods & Button Functions
- Accessing Settings & Finding Apps

### Tablets: Android II (I)

**Tablets: iPad II (I)**

**Prerequisite:** Android I or iPad I

**Topics:**

- E-Mail, Internet & Other Apps
- Creating & Searching Contacts

### Tablets: Apps (I)

**Prerequisite:** Android I or iPad I

**Topics:**

- Apps for Tablets & Smart Phones
- Common Features of Apps

### Tablets: Settings (I)

**Prerequisite:** Tablets: Apps

**Topics:**

- Display Settings
- Wifi Settings
- Bluetooth Settings



## The App Show

An ONLINE Event

Resumes on Monday, September 11  
(On Alternate Mondays)  
1:00-1:45 pm

*A different app for smart phones and tablets  
featured every session*

Watch at <https://livestream.com/rrpl>