

# 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 (I)

**Prerequisite:** Intro to Computers II

**Topics:**

- Moving & Copying Files
- Saving and Deleting Files

### File Maintenance II (I)

**Prerequisite:** Intro to Computers II

**Topics:**

- Storing Files in the Cloud
- Using External Drives

### 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: Gmail I (I)

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

**Topics:**

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

### Google: Gmail II (I)

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

**Topics:**

- Settings & Filters
- Chat

### Google: Maps (I)

**Prerequisite:** Internet Skills III

**Topics:**

- Searching Maps
- Obtaining Directions

### 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

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### 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

### Excel I (I)

**Prerequisite:** Word IV

**Topics:**

- Enter & Edit Information
- Formulas
- Character Formatting

### 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

### Photos & Computers (I)

**Prerequisite:** File Maintenance

**Topics:**

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

### Premiere I (A)

**Prerequisite:** Advanced Computer Knowledge

**Topics:**

- Anatomy of the Premiere Interface
- Split and Trim Video Clips
- Adding Effects

### Premiere II (A)

**Prerequisite:** Premiere I

**Topics:**

- Adjusting audio and video
- Using Chroma Key & Videomerge
- More Effects



## PHOTOGRAPHY FOR POINT-AND-SHOOT CAMERAS

TUESDAY, JULY 16

PHOTOGRAPHY 101

TUESDAY, JULY 23

PHOTOGRAPHY 102

9:30-11:30 a.m., Auditorium - By Victoria Stanbridge Photography

(Registration required. Includes both sessions)

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**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: Settings on Android (I)**

**Tablets: Settings on iPad (I)**

**Prerequisite:** Tablets: Apps

**Topics:**

- Display Settings
- Wifi Settings
- Bluetooth Settings

**Tablets: Gmail (I)**

**Tablets: Camera & Editing (I)**

**Tablets: Maps (I)**

**Tablets: Skype (I)**

**Prerequisite:** Android I or iPad I

**Topics:**

- Exploration of the app on your device
- Button Functions
- Accessing Settings

## SOCIAL MEDIA SERIES

Thursdays, 9:30-11:00 a.m.

Community Room

Brought to you by the Rocky River Public Library Social Media Team



June 13

**FACEBOOK 101**

*Presented by Angela Paterek and Chanel Steiner*



June 20

**INSTAGRAM 101**

*Presented by Megan Alabaugh*



June 27

**TWITTER 101**

*Presented by Peter Matera*



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**Smartphones**

**Prerequisite:** Previous Computer Knowledge Helpful

**Topics:**

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

**3D Creations with Tinkercad**

**Prerequisite:** Intermediate Computer Knowledge

**Topics:**

- Use the navigation panel and tools
- Create shapes
- Save files for 3D printing