

# ***Silver Scholars*** *Computers classes for Boomers & Beyond*

## **Class Descriptions**

412-283-0105

### **Basic Computers 1 & 2**

*No previous computer knowledge is required.*

Basic computers will provide hands on experience using Windows. The first class will explain how to turn a computer on and off, the basic functions of the mouse, how to open programs, search menus, and more. The second class will provide time for review and progress to understanding the keyboard. Learn how to input information into the computer, edit typing errors, insert and delete text, and more.

### **Basic Computers 3 & 4**

**Prerequisite:** *Basic Computers Part 1 & 2 or equivalent knowledge.*

If you enjoyed basic computers parts 1 & 2 you'll love this class! Basic computers parts 3 & 4 apply and review the skills learned in parts 1 & 2. This class offers hands on experience practicing the fundamentals while taking your knowledge to the next level. You will learn how to easily save information, find it, and organize that information on your computer. You will also learn how to install new programs (software) and customize your computer to fit your specific needs. After this class, working with your computer will never be easier or more fun!

### **The Internet 1 & 2**

**Prerequisite:** *Basic Computers Parts 1&2 or equivalent knowledge.*

Searching the Internet will provide hands on experience. The first class will explain the basics of search engines and browsers. You will learn how to connect to the Internet and how to navigate your way around the World Wide Web. The second class will provide time for review and practice. The second class will discuss browsers in more detail, show you how to download programs, search more effectively, store favorites, and avoid viruses. You will also learn how to access web sites more efficiently.

### **Internet Essentials**

**Prerequisite:** *Internet 1 & 2 or equivalent knowledge*

Internet Essentials is the follow-up to Silver Scholars popular *Internet 1-2* course. Experience the power and convenience of the Internet by planning a mock vacation to Las Vegas! You will identify and work with common components that guide users through web pages. Learn to "surf" some of the most popular websites on the World Wide Web. Find driving directions to anywhere, learn to book flights and hotel reservations, and discover why Amazon.com is the world's most popular Internet shopping mall! As a student, you will learn how to copy photos and text from the Internet and store them on your PC. A crash course on downloading is also included in this fun and *essential* Internet class.

### **E-mail 1 & 2**

**Prerequisite:** *Basic Computers Parts 1&2 and Searching the Internet*

This class will provide hands on experience while you learn the basics of e-mail. Find out how e-mail works and learn to read, write, send, forward, and reply to messages. The second class will provide time for review, explore setting up your address book, sending to multiple recipients, sending attachments, and more. This class will be taught using Outlook Express.

### **Buying and Selling on eBay**

**Prerequisite:** *Basic Computer Parts 1&2 and Internet knowledge*

This course will provide hands on experience with registration, searching, bidding, and show you how to get the most bang for your buck. The second half of this course will discuss the basics of setting up your own auctions, making sound purchases, avoiding fraud, and will illustrate the importance of choosing the right payment methods. Students will learn to navigate eBay to comfortably shop and sell. This is the only eBay class in which students will learn hands-on, by actually listing and bidding on items.

## **Microsoft Office Classes Are Available in Either 2003 or 2007 Editions**

### **Basic Word Processing Using Microsoft Word 1 & 2**

**Prerequisite:** *Basic Computers Parts 1&2 or equivalent knowledge.*

These classes will provide hands on experience while you learn the basics of Microsoft Word. You will learn how to create new documents, edit your work, change font sizes, shapes, alignment, and more. Word will allow you to create letters, record important information, and write stories with greater ease than ever before. Students will also learn to save and retrieve documents effectively. These classes will provide you with time for review and practice.

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Simple, Effective Computer Training  
"We turn Frustration into Fun!"

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## **Class Descriptions**

### **Basic Word Processing Using Microsoft Word 3 & 4**

**Prerequisite:** *Microsoft Word Parts 1 & 2 or equivalent knowledge.*

These classes will provide hands on experience while you review the basics of Microsoft Word. You will learn how to create documents, signs, and letters that people will swear were done by a professional. We will have fun inserting pictures, borders, and so much more. This class will also cover creating bulleted and numbered lists and customizing your work to fit your specific needs. Watch out Hemmingway, Microsoft Word experts are on their way!

### **Microsoft Publisher 1 & 2 (Brochures, Flyers & Cards Oh MY!)**

**Prerequisite:** *Basic Computers Parts 1&2 or equivalent knowledge.*

Create colorful brochures, personalized greeting cards, exotic postcards and dynamic newsletters with ease. Microsoft Publisher can save you time and help you design professional looking publications for organizations, schools, clubs, and personal use. Students will enjoy working with word art, pictures, templates and more as they bring their documents to life!

### **Microsoft Excel (Making Financials Easier) 1 & 2**

**Prerequisite:** *Basic Computers Parts 1&2 or equivalent knowledge.*

Whether its balancing your check book, putting together the family budget or generating charts for work, Microsoft Excel is the program for you. Improve the way you turn your data into information using powerful tools to analyze, communicate and share your results. Microsoft Excel is a spreadsheet program that will enable students to track & manage data, addresses, financials, and more. Students will learn how to use Excel to create simple spread sheets, perform detailed calculations, sort data and even create colorful charts and graphs.

### **Microsoft PowerPoint (Professional Presentations) 1 & 2**

**Prerequisite:** *Basic Computers Parts 1&2 or equivalent knowledge.*

Microsoft PowerPoint enables you to create exciting slide show presentations that can be used in business or for personal use. Just think of the possibilities; business meetings, family reunions, weddings or school. MS PowerPoint will help you wow any audience. Students will learn to create their very own slide show complete with text, graphics, pictures, and animation.

### **Basic Digital Cameras 1 & 2**

**Prerequisite:** *Basic Computers Parts 1&2 or equivalent knowledge.*

Get ready to say Cheese! This class is divided into two two-hour sessions to provide you with plenty of time to practice using digital cameras. Don't worry if you do not have a digital camera. This basic digital camera class will teach you what you need to know before you buy a camera as well as how to use it after you purchase one. You will learn how to take pictures, transfer pictures to your computer, edit your photographs, send photos to your friends and relatives and more! (*Digital cameras provided in class*)

### **Basic Digital Scrapbooking**

**Prerequisite:** *Basic Computers 1&2 and some digital photography*

Bring your scrapbooking into the digital age as you create backgrounds, add frames, clipart stickers, text, and word art. You can even animate and add sounds to give life to your show. Pages created in Microsoft Power Point.

### **Basic Computers 1&2 Vista**

*No previous computer knowledge is required.*

Basic computers will provide hands on experience using Microsoft Vista software. The first class will explain how to turn a computer on and off, the basic functions of the mouse & keyboard, how to use windows, search menus and more. The second class will provide time for review and progress to understanding scroll bars, using drop down menus and other ways to interact with your computer.

### **Basic Computers 3 & 4 Vista**

**Prerequisite:** *Basic Computers Vista Part 1 & 2 or equivalent knowledge.*

If you enjoyed basic computers parts 1 & 2 you'll love this class! Basic computers parts 3 & 4 apply and review the skills learned in parts 1 & 2. This class offers hands on experience practicing the fundamentals while taking your knowledge to the next level. You will learn how to easily save information, find it, and create shortcuts on your computer. We will also learn how to install new programs and customize your computer to fit your specific needs. After this class, working with your computer will never be easier or more fun!