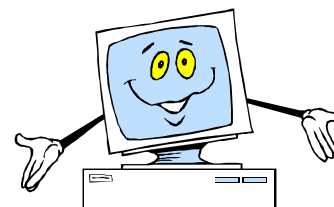


BETHEL PARK RECREATION DEPARTMENT

Is Offering

Silver Scholars BASIC COMPUTER CLASSES



Silver Scholars teaches computer classes specifically designed for individuals over the age of 50, but all are invited. The classes are fun, interactive, begin with the basics, and will help you become a computer wiz! All classes will be held at the Bethel Park Community Center. To enhance learning, all classes are limited to 10 students, so register early. Contact the Bethel Park Recreation Department at 412-851-2910 to register. A class consists of two, two hour sessions.

E-mail 1 & 2 - \$46.00

Mondays, June 7 & 14

9:30 to 11:30 AM

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

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.

Basic Computers 3 & 4 - \$46.00

Mondays, June 21 & 28

9:30 to 11:30 AM

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 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!

Basic Digital Cameras 1 & 2- \$46.00

Mondays, July 12 & 19

9:30 to 11:30 AM

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, and send photos to your friends and relatives and more! (*Digital cameras provided in class*)

Microsoft Excel (Making Financials Easier) 1 & 2 - \$46.00

Mondays, July 26 and August 2

9:30 to 11:30 AM

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

Whether it's 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.

www.silverscholars.com

Simple, effective computer training

Buying and selling on eBay – \$46.00

Mondays, August 9 & 16

9:30 to 11:30 AM

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.