

BOROUGH OF CANONSBURG

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 Borough Building in the Council Chambers. To enhance learning, all classes are limited to 10 students, so register early. Contact Silver Scholars at 412-283-0105 to register. A class consists of two, two hour sessions plus a booklet with step by step instructions.

Basic Computers 1 & 2 - \$42.00

Tuesdays, September 7 & 14

1:30 to 3:30 PM

No previous computer knowledge is required.

Basic computers will provide hands on experience. 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.

The Internet 1 & 2 - \$42.00

Tuesdays, September 21 & 28

1:30 to 3:30 PM

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. You will also learn how to find web sites more quickly. The second class will discuss browsers in more detail, show you how to download programs, search more effectively, and avoid viruses.

E-mail 1 & 2 - \$42.00

Tuesdays, October 5 & 12

1:30 to 3:30 PM

Prerequisite: *Basic Computers 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.

Basic Computers 3 & 4 - \$42.00

Tuesdays, October 19 & 26

1:30 to 3:30 PM

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 Word Processing Using Microsoft Word 1 & 2 - \$42.00

Tuesdays, November 9 & 16

1:30 to 3:30 PM

Prerequisite: *Basic Computers 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.

Basic Word Processing Using Microsoft Word 3 & 4 – \$42.00

Tuesdays, November 23 & 30

1:30 to 3:30 PM

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 Excel (Making Financials Easier) 1 & 2 – \$42.00

Tuesdays, December 7 & 14

1:30 to 3:30 PM

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.



Computer Classes for Boomers and Beyond!

Simple, Effective Computer Training
We turn frustration into fun!
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