



# Cooper Siegel Community Library

Is Offering

## Silver Scholars Computer Classes For Boomers & Beyond

These computer classes are designed specifically for individuals over the age of 43, but all are invited. Instructors from Silver Scholars will lead participants through classes that are fun, interactive, and easy to understand. Classes will be held at the Cooper Siegel Community Library. To enhance learning, all classes are limited to 10 students, so register early. You can sign up at the Cooper Siegel Community Library, call 412-828-9520 ext. 215.

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### Basic Computers 1 & 2 –\$43.00

*Fridays, January 13 & 20*

*10:30 AM to 12:30 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.

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### E-mail 1 & 2 – \$43.00

*Wednesdays, January 11 & 18*

*10:30 AM to 12:30 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.

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### File Management 1 & 2 – \$43.00

*Tuesdays, February 7 & 14*

*10:30 AM to 12:30 PM*

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

If you enjoyed basic computers parts 1 & 2 you'll love this class! 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 and find it 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!

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### Basic Computers 1 & 2 –\$43.00

*Fridays, March 9 & 16*

*10:30 AM to 12:30 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.

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### Buying and Selling on eBay- \$43.00

*Fridays, March 23 & 30*

*10:30 AM to 12:30 PM*

**Prerequisite:** *Basic Computer 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

**Cooper – Siegel Library**

Email - [coopersiegelref@einetwork.net](mailto:coopersiegelref@einetwork.net) / Phone -412-828-9520 ext.215

**Silver Scholars** - [www.silverscholars.com](http://www.silverscholars.com) - (412) 283-0105



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### **Basic Digital Cameras 1&2 - \$43.00**

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*Thursdays, January 26 & February 2*

*6:30 to 8:30 PM*

**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 - \$43.00**

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*Thursdays, March 8 & 15*

*6:30 to 8:30 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.

### **Buying and Selling on eBay- \$43.00**

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*Thursdays, March 22 & 29*

*6:30 to 8:30 PM*

**Prerequisite:** *Basic Computer 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