

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

### Class Schedules 2010 – Phone 412-283-0105

Tuition varies by facility, call for details

#### **Basic Computers 1 & 2 - For the Beginner**

*No previous computer knowledge is required. XP and Vista / Windows 7. software will be covered in this class*

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.

Location - Contact	To Register Call	Day	Part 1 Date	Part 2 Date	Time
Bethel Park Recreation Department	412-851-2910	Mon.	9-20-10	9-27-10	9:30 to 11:30 PM
Borough of Canonsburg	412-283-0105	Tues.	9-7-10	9-14-10	1:30 to 3:30 PM
Castle Shannon Public Library	412-563-4552	Mon.	9-20-10	9-27-10	6:30 to 8:30 PM
Citiparks – Lawrenceville Senior Center	412-622-6918	Mon.	9-20-10	9-27-10	1:30 to 3:30 PM
Community Library of Allegheny Valley	724-226-3491	Tues.	8-24-10	8-31-10	6:00 to 8:00 PM
Findlay Twp. Recreation Department	724-695-0500	Wed.	10-6-10	10-13-10	9:30 to 11:30 AM
Hampton Fields Village	412-283-0105	Weds.	9-15-10	9-22-10	1:30 to 3:30 PM
Harbour Assisted Living of South Hills	412-283-0105	Tues.	9-21-10	9-28-10	1:30 to 3:30 PM
Jefferson Hospital Senior Services	412-469-7099	Mon.	9-13-10	9-20-10	9:30 to 11:30 AM
Jefferson Hospital Senior Services	412-469-7099	Thurs.	10-7-10	10-14-10	9:30 to 11:30 AM
Juniper Village at Forest Hills	412-244-9901	Tues.	10-5-10	10-12-10	1:30 to 3:30 PM
Lauri Ann West Memorial Library	412-828-9520 x 15	Thurs.	9-16-10	9-23-10	6:30 to 8:30 PM
Lauri Ann West Library at Lighthouse Pointe	412-828-9520 x 15	Fri.	9-24-10	10-1-10	2:00 to 4:00 PM
LifeSpan Hillside Community Center	412-343- 6050	Fri.	8-13-10	8-20-10	9:30 to 11:30 AM
Lemington Community Services	412-362-7301	Tues.	8-17-10	8-24-10	1:00 to 3:00 PM
Manor Care – Whitehall	412-283-0105	Wed.	9-15-10	9-22-10	9:00 to 11:00 AM
Mt. Lebanon Recreation Department	412-343-3409	Tues.	9-14-10	9-21-10	9:30 to 11:30 AM
Oakmont Carnegie Library	412-283-0105	Wed.	9-15-10	9-22-10	1:30 to 3:30 PM
Point Pleasant Retirement Community	412-283-0105	Tues.	9-28-10	10-5-10	9:30 to 11:30 AM
Providence Point	412-283-0105	Thurs.	9-23-10	9-30-10	1:30 to 3:30 PM
Westminster Recreation Outreach Community	412-835-6630	Thurs.	9-16-10	9-23-10	9:30 to 11:30 AM

#### **Basic Computers 3 & 4 Using Vista / Windows 7 software –File Management and Customization**

**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!

Location - Contact	To Register Call	Day	Part 3 Date	Part 4 Date	Time
Bethel Park Recreation Department	412-851-2910	Mon.	11-1-10	11-8-10	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	10-19-10	10-26-10	1:30 to 3:30 PM
Findlay Twp. Recreation Department	724-695-0500	Wed.	11-17-10	12-1-10	9:30 to 11:30 AM
Hampton Fields Village	412-283-0105	Mon.	8-9-10	8-16-10	7:00 to 9:00 PM

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Hampton Fields Village	412-283-0105	Weds.	10-27-10	11-3-10	1:30 to 3:30 PM
Jefferson Hospital Senior Services	412-469-7099	Mon.	8-2-10	8-9-10	9:30 to 11:30 AM
Jefferson Hospital Senior Services	412-469-7099	Mon.	10-25-10	11-1-10	9:30 to 11:30 AM
Jefferson Hospital Senior Services	412-469-7099	Thurs.	12-2-10	12-9-10	9:30 to 11:30 AM
JCC of Greater Pittsburgh	412-521-8010	Fri.	12-3-10	12-10-10	9:30 to 11:30 AM
Lauri Ann West Memorial Library	412-828-9520 x 15	Thurs.	9-30-10	10-7-10	6:30 to 8:30 PM
Lauri Ann West Library at Lighthouse Pointe	412-828-9520 x 15	Fri.	11-5-10	11-12-10	2:00 to 4:00 PM
Manor Care – Whitehall	412-283-0105	Wed.	10-27-10	11-3-10	9:00 to 11:00 AM
Mt. Lebanon Recreation Department	412-343-3409	Tues.	10-26-10	11-9-10	9:30 to 11:30 AM
Oakmont Carnegie Library	412-283-0105	Wed.	10-27-10	11-3-10	1:30 to 3:30 PM
Providence Point	412-283-0105	Wed.	8-4-10	8-11-10	1:30 to 3:30 PM
Providence Point	412-283-0105	Thurs.	11-4-10	11-11-10	1:30 to 3:30 PM
Westminster Recreation Outreach Community	412-835-6630	Thurs.	10-28-10	11-4-10	9:30 to 11:30 AM

### **The Internet 1 & 2 – Internet Explorer**

**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.

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Bethel Park Recreation Department	412-851-2910	Mon.	10-4-10	10-11-10	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	9-21-10	9-28-10	1:30 to 3:30 PM
Castle Shannon Public Library	412-563-4552	Mon.	10-18-10	10-25-10	6:30 to 8:30 PM
Citiparks – Lawrenceville Senior Center	412-622-6918	Mon.	10-4-10	10-11-10	1:30 to 3:30 PM
Findlay Twp. Recreation Department	724-695-0500	Wed.	10-20-10	10-27-10	9:30 to 11:30 AM
Hampton Fields Village	412-283-0105	Weds.	9-29-10	10-6-10	1:30 to 3:30 PM
Harbour Assisted Living of South Hills	412-283-0105	Tues.	10-19-10	10-26-10	1:30 to 3:30 PM
Jefferson Hospital Senior Services	412-469-7099	Mon.	9-27-10	10-4-10	9:30 to 11:30 AM
Jefferson Hospital Senior Services	412-469-7099	Thurs.	10-21-10	10-28-10	9:30 to 11:30 AM
Juniper Village at Forest Hills	412-244-9901	Tues.	11-23-10	11-30-10	1:30 to 3:30 PM
Lauri Ann West Library at Lighthouse Pointe	412-828-9520 x 15	Fri.	10-8-10	10-15-10	2:00 to 4:00 PM
LifeSpan Hillsdale Community Center	412-343-6050	Fri.	9-3-10	9-10-10	9:30 to 11:30 AM
Manor Care – Whitehall	412-283-0105	Wed.	9-29-10	10-6-10	9:00 to 11:00 AM
Mt. Lebanon Recreation Department	412-343-3409	Tues.	9-28-10	10-5-10	9:30 to 11:30 AM
Oakmont Carnegie Library	412-283-0105	Wed.	9-29-10	10-6-10	1:30 to 3:30 PM
Point Pleasant Retirement Community	412-283-0105	Tues.	10-12-10	10-19-10	9:30 to 11:30 AM

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Providence Point	412-283-0105	Thurs.	10-7-10	10-14-10	1:30 to 3:30 PM
Westminster Recreation Outreach Community	412-835-6630	Thurs.	9-30-10	10-7-10	9:30 to 11:30 AM

### **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.

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Bethel Park Recreation Department	412-851-2910	Mon.	10-18-10	10-25-10	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	10-5-10	10-12-10	1:30 to 3:30 PM
Castle Shannon Public Library	412-563-4552	Tues.	8-17-10	8-24-10	1:30 to 3:30 PM
Castle Shannon Public Library	412-563-4552	Mon.	11-15-10	11-22-10	6:30 to 8:30 PM
Citiparks – Lawrenceville Senior Center	412-622-6918	Mon.	10-18-10	10-25-10	1:30 to 3:30 PM
Community Library of Allegheny Valley	724-226-3491	Wed.	8-11-10	8-18-10	6:30 to 8:30 PM
Findlay Twp. Recreation Department	724-695-0500	Wed.	11-3-10	11-10-10	9:30 to 11:30 AM
Hampton Fields Village	412-283-0105	Weds.	10-13-10	10-20-10	1:30 to 3:30 PM
Harbour Assisted Living of South Hills	412-283-0105	Tues.	11-9-10	11-16-10	1:30 to 3:30 PM
Jefferson Hospital Senior Services	412-469-7099	Mon.	10-11-10	10-18-10	9:30 to 11:30 AM
Jefferson Hospital Senior Services	412-469-7099	Thurs.	11-4-10	11-11-10	9:30 to 11:30 AM
Juniper Village at Forest Hills	412-244-9901	Tues.	12-7-10	12-14-10	1:30 to 3:30 PM
Lauri Ann West Library at Lighthouse Pointe	412-828-9520 x 15	Fri.	10-22-10	10-29-10	2:00 to 4:00 PM
Manor Care – Whitehall	412-283-0105	Wed.	10-13-10	10-20-10	9:00 to 11:00 AM
Moon twp. Public Library	412-283-0105	Mon.	8-23-10	8-30-10	1:30 to 3:30 PM
Mt. Lebanon Recreation Department	412-343-3409	Tues.	10-12-10	10-19-10	9:30 to 11:30 AM
Oakmont Carnegie Library	412-283-0105	Weds.	10-13-10	10-20-10	1:30 to 3:30 PM
Point Pleasant Retirement Community	412-283-0105	Tues.	10-26-10	11-9-10	9:30 to 11:30 AM
Providence Point	412-283-0105	Thurs.	10-21-10	10-28-10	1:30 to 3:30 PM
Westminster Recreation Outreach Community	412-835-6630	Thurs.	10-14-10	10-21-10	9:30 to 11:30 AM

### **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.

Location - Contact	To Register Call	Day	Part 1 Date	Part 2 Date	Time
Bethel Park Recreation Department	412-851-2910	Mon.	8-9-10	8-16-10	9:30 to 11:30 AM
Jefferson Hospital Senior Services	412-469-7099	Wed.	9-1-10	9-8-10	9:30 to 11:30 AM

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JCC of Greater Pittsburgh	412-521-8010	Fri.	10-8-10	10-15-10	9:30 to 11:30 AM
Monroeville Recreation, Parks and Human Services	412-856-1006	Wed.	9-22-10	9-29-10	6:30 to 8:30 PM

#### **Basic Word Processing 1&2 Using Microsoft Word - 2007 edition**

**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.

Location - Contact	To Register Call	Day	Part 1 Date	Part 2 Date	Time
Bethel Park Recreation Department	412-851-2910	Mon.	11-15-10	11-22-10	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	11-9-10	11-16-10	1:30 to 3:30 PM
Hampton Fields Village	412-283-0105	Weds.	11-10-10	11-17-10	1:30 to 3:30 PM
Jefferson Hospital Senior Services	412-469-7099	Mon.	11-8-10	11-15-10	9:30 to 11:30 AM
Lauri Ann West Memorial Library	412-828-9520 x 15	Thurs.	10-14-10	10-21-10	6:30 to 8:30 PM
Mt. Lebanon Recreation Department	412-343-3409	Tues.	11-16-10	11-23-10	9:30 to 11:30 AM
Oakmont Carnegie Library	412-283-0105	Wed.	11-10-10	11-17-10	1:30 to 3:30 PM
Westminster Recreation Outreach Community	412-835-6630	Thurs.	11-11-10	11-18-10	9:30 to 11:30 AM

#### **Basic Word Processing 3&4 Using Microsoft Word - 2007 edition**

**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, envelopes, labels, mail merge and customizing your work to fit your specific needs. Watch out Hemmingway, Microsoft Word experts are on their way!

Location - Contact	To Register Call	Day	Part 3 Date	Part 4 Date	Time
Bethel Park Recreation Department	412-851-2910	Mon.	11-29-10	12-6-10	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	11-23-10	11-30-10	1:30 to 3:30 PM
Mt. Lebanon Recreation Department	412-343-3409	Tues.	11-30-10	12-7-10	9:30 to 11:30 AM
Oakmont Carnegie Library	412-283-0105	Wed.	12-1-10	12-8-10	1:30 to 3:30 PM
Westminster Recreation Outreach Community	412-835-6630	Tues.	8-3-10	8-10-10	1:30 to 3:30 PM
Westminster Recreation Outreach Community	412-835-6630	Thurs.	12-2-10	12-9-10	9:30 to 11:30 AM

#### **Microsoft Publisher 1 & 2 (Brochures, Flyers & Cards Oh MY!) version 2003 only**

**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!

Location - Contact	To Register Call	Day	Part 1 Date	Part 2 Date	Time
LifeSpan Hillsdale Community Center	412-343-6050	Fri.	9-17-10	9-24-10	9:30 to 11:30 AM

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### **Microsoft Excel (Making Financials Easier) 1 & 2 – 2007 edition**

**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.

Location - Contact	To Register Call	Day	Part 1 Date	Part 2 Date	Time
Borough of Canonsburg	412-283-0105	Tues.	12-7-10	12-14-10	1:30 to 3:30 PM
JCC of Greater Pittsburgh	412-521-8010	Fri.	11-5-10	11-12-10	9:30 to 11:30 AM
Lauri Ann West Memorial Library	412-828-9520	Thurs.	8-19-10	8-26-10	6:30 to 8:30 PM
Lauri Ann West Memorial Library	412-828-9520 x 15	Thurs.	10-28-10	11-4-10	6:30 to 8:30 PM
Monroeville Recreation, Parks and Human Services	412-856-1006	Wed.	10-6-10	10-13-10	6:30 to 8:30 PM

### **Microsoft PowerPoint (Professional Presentations) 1 & 2 – 2007 edition**

**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.

Location - Contact	To Register Call	Day	Part 1 Date	Part 2 Date	Time
Lauri Ann West Memorial Library	412-828-9520	Thurs.	9-2-10	9-9-10	6:30 to 8:30 PM

### **Basic Digital Cameras 1 & 2 - Using free Picasa Software**

**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*)

Location - Contact	To Register Call	Day	Part 1 Date	Part 2 Date	Time
Hampton Fields Village	412-283-0105	Weds.	12-1-10	12-8-10	1:30 to 3:30 PM
JCC of Greater Pittsburgh	412-521-8010	Fri.	8-13-10	8-20-10	9:30 to 11:30 AM
Jefferson Hospital Senior Services	412-469-7099	Mon.	8-16-10	8-23-10	9:30 to 11:30 AM
Jefferson Hospital Senior Services	412-469-7099	Mon/	12-6-10	12-13-10	9:30 to 11:30 AM
Lauri ann Weest Memorial Library	412-828-9520	Thurs.	8-5-10	8-12-10	6:30 to 8:30 PM
Lifespan Hillside Community Center	412-343-6050	Fri.	10-22-10	10-29-10	9:30 to 11:30 AM
St. Barnabas Retirement Village	724-444-5595	Wed.	8-18-10	8-25-10	1:30 to 3:30 PM
Westminster Recreation Outreach Community	412-835-6630	Tues.	8-17-10	8-24-10	1:30 to 3:30 PM

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#### **Memory Maintenance for All Ages Seminar – Call for details – 412-283-0105**

**Prerequisite:** *None – One day, two hour seminar*

Recent research suggests you can delay the effects of dementia and Alzheimer’s disease by building a “cognitive reserve” at any point in your life. This interactive seminar will cover: how your brain builds memory connections, specific foods that nourish the brain, and how to make important yet simple lifestyle changes. Examples of daily brain exercises will be presented and practiced. All participants will receive a copy of the book “Memory Maintenance for All Ages”.

<b>Location - Contact</b>	<b>To Register Call</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
Harbour Assisted Living of Monroeville	412-380-2589	Wed.	8-18-10	1:30 PM
Harbour Assisted Living of South Hills	412-407-4948	Thurs.	8-19-10	1:30 PM
Community Program Extension of LifeSpan	412-216-3169	Thurs.	9-9-10	10:00 AM
ManorCare of Whitehall	412-884-3500	Wed.	8-25-10	9:30 AM
Plum Senior Community Center	412-795-2330	Thurs.	8-26-10	1:00 PM