

Silver Scholars Computer Classes for Boomers & Beyond **Class Schedules 2011 – Phone 412-283-0105**

Tuition varies by facility, call for details

Basic Computers 1 & 2 - For the Beginner

No previous computer knowledge is required. Using Vista/Windows 7 software.

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 Community Center	412-851-2910	Mon.	9-12-11	9-19-11	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	9-13-11	9-20-11	1:30 to 3:30 PM
Castle Shannon Library	412-563-4552	Tues.	10-4-11	10-11-11	10:00 AM - Noon
Community Library of Allegheny Valley	724-226-3491	Tues.	9-20-11	9-27-11	6:00 to 8:00 PM
East Suburban YMCA	724-327-4667	Fri.	9-16-11	9-23-11	2:00 to 4:00 PM
Jewish Community Center South Hills	412-278-1975 Ext 262	Tues.	9-13-11	9-20-11	9:30 to 11:30 AM
Longwood at Oakmont	412-283-0105	Mon.	9-12-11	9-19-11	1:30 to 3:30 PM
Oakmont Carnegie Library	412-283-0105	Wed.	9-14-11	9-21-11	1:30 to 3:30 PM
Richland Township Recreation Dept.	724-443-5921	Thurs.	9-15-11	9-22-11	1:30 to 3:30 PM
St Barnabas Communities Recreation Dept.	724-444-5595	Thurs.	9-15-11	9-22-11	1:30 to 3:30 PM
William E Anderson, Penn Hills Comm. Library	241-283-0105	Wed.	9-14-11	9-21-11	1:30 to 3:30 PM
WROC, Westminster Recreational Outreach Ctr.	412-835-6630 Ext. 200	Wed.	9-14-11	9-21-11	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 Community Center	412-851-2910	Mon.	9-26-11	10-3-11	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	9-27-11	10-4-11	1:30 to 3:30 PM
Castle Shannon Library	412-563-4552	Tues.	11-15-11	11-22-11	10:00 AM - Noon
Community Library of Allegheny Valley	724-226-3491	Tues.	10-20-11	10-27-11	6:00 to 8:00 PM
East Suburban YMCA	724-327-4667	Fri.	9-30-11	10-7-11	2:00 to 4:00 PM
Jewish Community Center South Hills	412-278-1975 Ext 262	Tues.	10-18-11	10-25-11	9:30 to 11:30 AM
Longwood at Oakmont	412-283-0105	Mon.	10-10-11	10-17-11	1:30 to 3:30 PM
Oakmont Carnegie Library	412-283-0105	Wed.	9-28-11	10-5-11	1:30 to 3:30 PM
Richland Township Recreation Dept.	724-443-5921	Thurs.	10-13-11	10-20-11	1:30 to 3:30 PM
St Barnabas Communities Recreation Dept.	724-444-5595	Thurs.	10-13-11	10-20-11	1:30 to 3:30 PM
William E Anderson, Penn Hills Comm. Library	241-283-0105	Wed.	10-12-11	10-19-11	1:30 to 3:30 PM
WROC, Westminster Recreational Outreach Ctr.	412-835-6630 Ext. 200	Wed.	9-28-11	10-5-11	9:30 to 11:30 AM

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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 Community Center	412-851-2910	Mon.	10-10-11	10-17-11	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	10-11-11	10-18-11	1:30 to 3:30 PM
Castle Shannon Library	412-563-4552	Tues.	12-6-11	12-13-11	10:00 AM - Noon
Community Library of Allegheny Valley	724-226-3491	Tues.	11-22-11	11-29-11	6:00 to 8:00 PM
East Suburban YMCA	724-327-4667	Fri.	10-14-11	10-21-11	2:00 to 4:00 PM
Jewish Community Center South Hills	412-278-1975 Ext 262	Tues.	11-1-11	11-8-11	9:30 to 11:30 AM
Longwood at Oakmont	412-283-0105	Mon.	10-24-11	10-31-11	1:30 to 3:30 PM
Oakmont Carnegie Library	412-283-0105	Wed.	10-12-11	10-19-11	1:30 to 3:30 PM
Richland Township Recreation Dept.	724-443-5921	Thurs.	10-27-11	11-3-11	1:30 to 3:30 PM
St Barnabas Communities Recreation Dept.	724-444-5595	Thurs.	11-10-11	11-17-11	1:30 to 3:30 PM
William E Anderson, Penn Hills Comm. Library	241-283-0105	Wed.	11-9-11	11-16-11	1:30 to 3:30 PM
WROC, Westminster Recreational Outreach Ctr.	412-835-6630 Ext. 200	Wed.	10-12-11	10-19-11	9:30 to 11:30 AM

File Management and Customization 1&2 – Using Vista / Windows 7 software

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

If you enjoyed basic computers parts 1 & 2 you'll love this class! File Management and Customization 1&2 applies and reviews the skills learned in Basic Computers 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!

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Bethel Park Community Center	412-851-2910	Mon.	10-24-11	10-31-11	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	10-25-11	11-1-11	1:30 to 3:30 PM
East Suburban YMCA	724-327-4667	Fri.	10-28-11	11-4-11	2:00 to 4:00 PM
Longwood at Oakmont	412-283-0105	Mon.	9-26-11	10-3-11	1:30 to 3:30 PM
Oakmont Carnegie Library	412-283-0105	Wed.	10-26-11	11-2-11	1:30 to 3:30 PM
Richland Township Recreation Dept.	724-443-5921	Thurs.	9-29-11	10-6-11	1:30 to 3:30 PM
St Barnabas Communities Recreation Dept.	724-444-5595	Thurs.	12-8-11	12-15-11	1:30 to 3:30 PM
WROC, Westminster Recreational Outreach Ctr.	412-835-6630 Ext. 200	Wed.	10-26-11	11-2-11	9:30 to 11:30 AM

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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 Community Center	412-851-2910	Mon.	11-4-11	11-14-11	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	11-22-11	11-29-11	1:30 to 3:30 PM
Castle Shannon Library	412-563-4552	Thurs.	11-2-11	11-9-11	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.

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Borough of Canonsburg	412-283-0105	Tues.	12-6-11	12-13-11	1:30 to 3:30 PM
Castle Shannon Library	412-563-4552	Thurs.	9-22-11	9-29-11	6:30 to 8:30 PM
East Suburban YMCA	724-327-4667	Fri.	11-11-11	11-18-11	2:00 to 4:00 PM
Jewish Community Center, Squirrel Hill	412-521-8010 Ext. 362	Fri.	9-16-11	9-23-11	9:30 to 11:30 AM
Longwood at Oakmont	412-283-0105	Mon.	11-7-11	11-14-11	1:30 to 3:30 PM
Oakmont Carnegie Library	412-283-0105	Wed.	11-9-11	11-16-11	1:30 to 3:30 PM
Richland Township Recreation Dept.	724-443-5921	Thurs.	11-10-11	11-17-11	1:30 to 3:30 PM
WROC, Westminster Recreational Outreach Ctr.	412-835-6630 Ext. 200	Wed.	11-9-11	11-16-11	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
Borough of Canonsburg	412-283-0105	Tues.	1-10-12	1-17-12	1:30 to 3:30 PM
Castle Shannon Library	412-563-4552	Thurs.	10-20-11	10-27-11	6:30 to 8:30 PM
East Suburban YMCA	724-327-4667	Fri.	12-2-11	12-9-11	2:00 to 4:00 PM
Jewish Community Center, Squirrel Hill	412-521-8010 Ext. 362	Fri.	12-28-11	11-4-11	9:30 to 11:30 AM
Longwood at Oakmont	412-283-0105	Mon.	11-21-11	11-28-11	1:30 to 3:30 PM
Oakmont Carnegie Library	412-283-0105	Wed.	11-23-11	11-30-11	1:30 to 3:30 PM
Richland Township Recreation Dept.	724-443-5921	Thurs.	12-1-11	12-8-11	1:30 to 3:30 PM
WROC, Westminster Recreational Outreach Ctr.	412-835-6630 x 200	Wed.	11-30-11	12-7-11	9:30 to 11:30 AM

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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

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.

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Bethel Park Community Center	412-851-2910	Mon.	12-5-11	12-12-11	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	1-24-12	1-31-12	1:30 to 3:30 PM
East Suburban YMCA	724-327-4667	Fri.	12-16-11	12-23-11	2:00 to 4:00 PM
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Oakmont Carnegie Library	412-283-0105	Wed.	12-7-11	12-14-11	1:30 to 3:30 PM
Richland Township Recreation Dept.	724-443-5921	Thurs.	12-15-11	12-22-11	1:30 to 3:30 PM
WROC, Westminster Recreational Outreach Ctr.	412-835-6630 Ext. 200	Wed.	12-14-11	12-21-11	9:30 to 11:30 AM

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.

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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
Bethel Park Community Center	412-851-2910	Mon.	11-21-11	11-28-11	9:30 to 11:30 AM
Borough of Canonsburg	412-283-0105	Tues.	11-8-11	11-15-11	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”.

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