

Hampton Fields Village

Is Offering

Silver Scholars Computer Classes



Silver Scholars teaches computer classes specifically designed for individuals over the age of 50, although everyone is invited. The classes are fun, interactive, and begin with the basics. They will help you become a computer whiz! Classes will be held at Hampton Fields Village, 4480 Mt. Royal Blvd., Allison Park, PA 15101. To enhance learning, all classes are limited to 10 students, so register early. To register, contact Silver Scholars at 412-283-0105. A class consists of two, two hour sessions and includes a step by step booklet. Registration is complete upon receipt of payment. We do accept credit cards.

Basic Computers 1 & 2 – \$37.00

Wednesdays, September 15 & 22

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 – \$37.00

Wednesdays, September 29 & October 6

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. 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.

E-mail 1 & 2 – \$37.00

Wednesdays, October 13 & 20

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 – \$37.00

Wednesdays, October 27 & November 3

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!

www.silverscholars.com

Simple, Effective, Computer Training

Basic Microsoft Word 1 & 2 – \$37.00

Wednesdays, November 10 & 17

1:30 to 3:30 PM

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.

Basic Digital Cameras 1 & 2 – Using *free* Picasa Software – \$37.00

Wednesdays, December 1 & 8

1:30 to 3:30 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, send photos to your friends and relatives and more! (*Digital cameras provided in class*)