

Lauri Ann West Memorial Library

Is Offering

Silver Scholars

Basic Computer Classes

These computer classes are designed specifically for individuals over the age of 40, 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 Lauri Ann West Memorial Library. To enhance learning, all classes are limited to 10 students, so register early. You can sign up at the Lauri Ann West Memorial Library, call 412-828-9520 ext. 15 or send an e-mail to lawestref@einetnetwork.net.

Cancellation Policy:

You must cancel twelve hours prior to the start of class or Saturday before midnight.

Basic Computers 1 & 2 – \$40.00

Thursdays, September 16 & 23

6:30 to 8:30 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.

Basic Computers 3 & 4 – \$40.00

Thursdays, September 30 & October 7

6:30 to 8:30 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 Microsoft Word 1 & 2 using Microsoft 2007 software – \$40.00

Thursdays, October 14 & 21

6:30 to 8:30 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.

www.silverscholars.com

Simple, Effective Computer Training
We turn Frustration into Fun!

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Basic Computer Classes

Microsoft Excel (Making Financials Easier) 1 & 2 – \$40.00

Thursdays, October 28 & November 4

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.

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