

Lauri Ann West Memorial Library

Is Offering

Silver Scholars Basic Computer Classes

at

Lighthouse Pointe at Chapel Harbor

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 Lighthouse Pointe at Chapel Harbor, 500 Chapel Harbor Drive, O'Hara Twp., PA 15238. 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@einetwork.net.

Cancellation Policy:

You must cancel twelve hours prior to the start of class.

Basic Computers 1 & 2 - \$40.00

Fridays, September 24 & October 1

2:00 to 4:00 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 - \$40.00

Fridays, October 8 & 15

2:00 to 4:00 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 - \$40.00

Fridays, October 22 & 29

2:00 to 4:00 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 - \$40.00

Fridays, November 5 & 12

2:00 to 4:00 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
We turn Frustration into Fun!