

Mt. Lebanon Winter – Fall 2010 Schedule

Basic Computers 1 & 2

Tuesdays, September 14 & 21

9:30 to 11:30 AM

No previous computer knowledge is required.

Basic computers will provide hands on experience with XP and the new Windows Vista software. 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

Tuesdays, September 28 & October 5

9:30 to 11:30 AM

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

Tuesdays, October 12 & 19

9:30 to 11:30 AM

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.

Basic Computers 3 & 4

Tuesdays, October 26 & November 9

9:30 to 11:30 AM

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

If you enjoyed basic computers parts 1 & 2 you'll love this class! Basic computers parts 3 & 4 using Windows XP or Vista applies and reviews 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 Word Processing 1&2 Using Microsoft Word

Tuesdays, November 16 & 23

9:30 to 11:30 AM

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 Word Processing 3&4 Using Microsoft Word

Tuesdays, November 30 & 7

9:30 to 11:30 AM

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!