

Computer Club of Sun City Classes

Class Title	Class Date(s) & Description
Windows System	
<p>Computing 101 (C-101)</p> <p>Three two-hour sessions</p> <p>Prerequisite: None</p>	<p>M-Tu-W; Feb 12, 13 and 14; 9-11am</p> <p>This is a start-at-the-beginning class taught using Window 10 PCs. It will provide a solid foundation for using a Windows PC which will equip you to better use your home computer as well as prepare you for other classes offered at the Computer Club.</p>
<p>File Explorer-Win 10</p> <p>Three two-hour sessions</p> <p>Prerequisite: C-101</p>	<p>Tu-W-Th; Feb 6, 7 and 8; 1-3 pm Tu-W-Th; Apr 3, 4 and 5; 9-11 am</p> <p>This is an intense study requiring you to know your keyboard and have good listening skills. File Explorer is an organizational program that helps you to organize and make your own folders and put files into them. This course will give you knowledge to understand what is on your computer – along with how to add, change, create, move, organize and control your folder system.</p>
<p>Oper Sys I-Win 10</p> <p>Four two-hour sessions</p> <p>Prerequisite: C-101</p>	<p>M-Tu-W-F; Feb 5, 6, 7 and 9; 9-11am M-Tu-W-F; Mar 5, 6, 7 and 9; 9-11am M-Tu-W-F; Apr 16, 17, 18 and 20; 9-11am M-Tu-W-F; Jun 11, 12, 13 and 15; 9-11am M-Tu-W-F; Jul 16, 17, 18 and 20; 9-11am</p> <p>Explanation of the Win 10 operating system features in "Lay Language," to make changes to personalize your computer, to take the fear out of making changes to the appearance of some of the windows, desktop background, the mouse and how to get back to the Win 10 defaults.</p>
Email None scheduled	

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Class Title	Class Date(s) & Description
Office Programs	
<p>LiberOffice Writer</p> <p>Three two-and-a-half-hour sessions</p> <p>Prerequisites: (1) C-101 (2) File Explorer</p>	<p>M-W-Th; Feb 5, 7 and 8; 1-3:30pm</p> <p>LibreOffice is a free program that is compatible with Microsoft Office and has the additional components of spread sheet, word processor and presentation graphics except it is a free program. In the LibreWriter class you will learn more than just word processing. In it we will set different kinds of tabs, and also use leader tabs. Use of a table will also be taught as well as a table sort. Using a basic label and inserting a graphic in it and copying and pasting it so you can have a whole sheet of address labels with different graphics depending on the season or sport you enjoy. Using fields for automatically numbering pages and total pages will also be used. Animated graphics are also a special feature in this program that can be inserted in E-mail, but do not automate if used in MS Word. The program will be supplied in the class along with the files we will work with.</p>
<p>Excel I</p> <p>Four two-hour sessions</p> <p>Prerequisites: (1) C-101 (2) Operating System (3) File Explorer (4) Word I</p>	<p>Tu-W-Th-F; Jan 23, 24, 25 and 26; 1-3pm Tu-W-Th-F; Feb 13, 14, 15 and 16; 1-3pm Tu-W-Th-F; Mar 13, 14, 15 and 16; 1-3pm Tu-W-Th-F; Apr 10, 11, 12 and 13; 1-3pm</p> <p>Introduction to spreadsheets using Microsoft Excel. You will learn about cells, data values and beginning formulas (functions). Learn how you can record home expenses and have at your disposal all individual totals of each expense category. Other helpful features learned will be copying and pasting data, filling series, replicating, shading certain cells and enhancing your project with borders.</p>
<p>Excel II</p> <p>Four two-hour sessions</p> <p>Prerequisites: (1) C-101 (2) Operating System (3) File Explorer (4) Excel I</p>	<p>M-T-W-F; Jan 29, 30, 31 and Feb 2; 9-11am</p> <p>This course opens with a review of materials covered in Excel I. Throughout the course emphasis is placed on the most efficient layout of sheets and workbooks to enable the user to enter and retrieve information easily. Exercises include designing page layouts with appropriate page breaks, repeat of page headers, multiple worksheets and various formats. In addition, absolute/relative cell designation, basic functions and IF functions will be used to enable development of practical worksheets. Sheet management will include hiding/unhiding rows/columns, filtering, cell protection and freezing panes. MS Word will be accessed to enable label making.</p>

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Class Title	Class Date(s) & Description
<p>Online Google Docs with Graphics</p> <p>Four two-hour sessions</p> <p>Prerequisites: (1) C-101 (2) File Explorer (3) Word processing</p>	<p>Tu-W-Th-F; Feb 6, 7, 8 and 9; 9-11am</p> <p>This course introduces the student to some special features of Google's version of a Word processing program. It is called Google Docs. It is free and completely online. You can use any browser to access it. You can use Google Docs to create a document. Then, enhance it by inserting a variety of shapes such as circles, ovals, squares, rectangles, arrows and freehand shapes. Plus, you will change the appearance of a shape by filling it with color, texture, and patterns. Further, you will learn to: Add text to an object using text boxes and Word Art and add your own pictures or search the web for thousands of images to use. A picture is worth a thousand words. Learn how to make your documents POP!</p> <p>You will need an email address.</p>
Social Media None scheduled	
Miscellaneous None scheduled	
Photo/Video None scheduled	
<p>Adobe Photoshop Elements</p> <p>Four two-hour sessions</p> <p>Prerequisites: (1) C-101 (2) File Explorer</p>	<p>F-F-F-F; Feb 2, 9, 16 and 23; 1-3pm</p> <p>Learn how to edit your photos to make them look their best. The class will look at the editing tools and panels in Elements as well as the Organizer. Lighten, brighten, straighten, re-colorize, blue up skies, remove or add objects, erase spots and wrinkles, fix red eyes, open closed eyes, selection tools and the power of layers are some of the things that may be covered as time allows.</p> <p>Please Note: Twelve club computers with the 2018 version of Adobe Photoshop Elements will be available and twelve additional members can bring their own laptop pre-loaded with their version of the program. When registering for the class, please fill out the correct registration slip designated for your choice of club computer or your laptop.</p> <p>Bring a flash drive.</p>