

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>W-Th-F; Apr 11, 12 and 13: 9-11am Tu-W-Th; May 22, 23 and 24; 9-11 am</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; May 8, 9 and 10; 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; 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>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; 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>
Social Media None scheduled	
Miscellaneous None scheduled	
Photo/Video	
<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; May 4, 11, 18 and 25; 9-11am</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. Bring a flash drive.</p>