

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; Jan 16, 17 and 18; 9-11am W-Th-F; Feb 6, 7 and 8; 1-3pm</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>T-W-Th; Jan 22, 23 and 24; 1-3pm T-W-Th; Feb 5, 6 and 7; 9-11am T-W-Th; Feb 12, 13 and 14; 1-3pm T-W-Th; Mar 5, 6 and 7; 9-11am T-W-Th; Mar 12, 13 and 14; 1-3pm T-W-Th; Apr 16, 17 and 18; 9-11am T-W-Th; Apr 23, 24 and 25; 1-3pm</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>
Office Programs	
<p>LibreOffice Writer</p> <p>Three two-and-a-half-hour sessions</p> <p>Prerequisites: (1) C-101 (2) File Explorer</p>	<p>M-W-Th; Jan 14, 16 and 17; 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>

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Class Title	Class Date(s) & Description
<p>Excel I</p> <p>Four two-hour sessions</p> <p>Prerequisites: (1) C-101 (2) File Explorer (3) Word I</p>	<p>Tu-W-Th-F; Jan 22, 23, 24 and 25; 1-3pm Tu-W-Th-F; Feb 19, 20, 21 and 22; 1-3pm Tu-W-Th-F; Mar 26, 27, 28 and 29; 1-3pm Tu-W-Th-F; Apr 16, 17, 18 and 19; 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) File Explorer (3) Excel I</p>	<p>M-Tu-W-Th; Jan 28, 29, 30 and 31; 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>
<p>Photo/Video None scheduled</p>	