

## Registration

**Registration is held in the Learning Center  
3<sup>rd</sup> floor of the Community Center, El Toro Road**

**No mail-in or registration on first day of classes. Please have your PC Club membership card available to show the Registrars.** This enables you to get the discounted price on classes. Non-members who wish to join the computer club may do so for the \$10 annual dues at time of registration. Cost for each class is \$15 for Club members – Non-members: \$25. **Checks only / No cash accepted.**

### **-Limit of 2 classes per person-**

<b>Monday</b>	<b>Jan. 10</b>	<b>10AM – 2PM</b>
<b>Tuesday</b>	<b>Jan. 11</b>	<b>10AM – 2PM</b>
<b>Wednesday</b>	<b>Jan. 12</b>	<b>10AM – 2PM</b>
<b>Saturday</b>	<b>Jan. 15</b>	<b>10AM – Noon</b>

### **Class Descriptions for Session 1 January / February 2011**

#### **Introduction to Microsoft Excel 2007**

**Milt Feldon**

***This class is not for beginners.*** Explains what a spreadsheet is and how it is used for any tabular information, whether connected by electronic calculations or not. Covers the preparation of spreadsheets based on Excel 2007. The course consists of five sessions of two hours each, a 47-page study guide is included. It is designed for those who want to use the Excel program for personal or business.

#### **Basic Windows 7**

**Michael Taylor and John Huber (2 sections)**

This course is offered to new computer users and to those who would like to reinforce their current skills. In this course, you will learn the basics of the computer, as well as use of the mouse and keyboard functions. You will learn the basic features of Windows 7, including the Desktop, the Start Menu, the elements of the window, and basic file structure. An introduction to the Internet will be included; and you will set up an email account and use email.

*Pre-requisite: None*

**Intermediate Windows 7**  
**Bob Sellards and Chris Hunter (2 sections)**

This class is for those who have established basic computer skills and want to review and advance these skills. You will build on computer functions taught in Basic and gain in knowledge of the Windows 7 OS. You will learn the value of Control Panel, the task bar, the Start Menu, learn to manage multiple open windows, use sub-menus, search your PC, and use the Help and Support features in Windows 7. Intermediate also introduces students to a primary application, **MS Word**, and will provide you with an understanding of how to use your computer more- renaming folders or documents, and using keyboard shortcuts. You will do internet exercises to further learn the wonders of the web.

*Pre-requisite: Basic computer skills, reasonably good typing and mousing skills. Windows 7 experience desirable.*

**Beginning PC Skills**  
**Bob Baumann**

This class is for beginners who want to learn how to use a computer, and/or those who want to review or reinforce their basic computer skills. The class teaches the basic components and functions of the computer - keyboard, mouse and desktop - using the Microsoft Windows 7 Operating System. You will work on building basic skills in word processing. The Internet and e-mail will be introduced. The goal of this class is to give a student the capability to understand and to use the computer as an enjoyable tool and hobby. You'll be introduced to the PC and helped with removing your fears and uncertainty in the hopes that you'll take more classes to increase your skills.

*There is no pre-requisite for this class – only a desire to learn to use a computer.*

**Introduction to Microsoft Word 2007**  
**Shirley Szalkowski – 3 Weeks**

Microsoft Word is the #1 word processing program used by the majority of computer users worldwide. Word is used to create letters, reports, newsletters, flyers and even greeting cards. We will learn the basics, which includes navigating the menus allowing you to access the commands to make the program work. Skills to be covered are: how to open a blank page, type on it, edit your mistakes, save it and file it on the computer so you can find it again; how to select words, paragraphs, and objects and then move them to different parts of a document; how to cut and paste; and what formatting means; why it's important and how to format a document so it looks professional. See prerequisites below!

*Pre-requisite: Basic computer skills, knowledge of word processing, keyboarding, and mousing skills. Windows 7 experience required.*

### **Intermediate Internet and Email**

**Dick Abrahams**

***This class is not for beginners.*** This course addresses accessing Internet resources using various Web Browsers and Search Engines. It will address E-Mail and Word Processing used together as well as attaching photos and files to E-Mails. There will be extensive hands-on practice using Internet Search Engines and E-Mailing. Protection from malicious programs, spy-ware, viruses and identity theft will be covered.

Prerequisites are: 1. Have an e-mail account. 2. Have good fundamental mouse and keyboard skills and/or successfully completed the Basic computer course.

### **Intermediate Computer Skills in Korean**

**Ok Park**

Windows 7, Internet, E-Mail, and Picasa

This class is taught in Korean and is designed for those who are beginners as well as intermediate computer users. The class will start with an overview of Window 7, a new operating system for PCs, followed by in-depth coverage of Internet and E-Mail. Picasa, a free software program for digital photographs, used for the processing of personal photographs will also be covered. Information (knowledge) will be presented followed by extensive hands-on (practice) sessions. The class enrollment is limited to 21 people on first-come, first-serve basis. Call Dr. Ok Park at 949-770-2832 for enrollment.

### **How to Create Digital Photo Books**

**Helen Coutant**

This class will teach you how to use your digital photos to make beautiful professional-looking photo books, flyers, cards, bookmarks, etc.

The instructor will give you a free version of the software we use in class to put on your home computer so you can practice.

The software uses pre-designed pages to make the process easy. You drag and drop your photos into photo frames. Text is entered into text boxes. If you prefer, you can design your

own pages using the beautiful backgrounds, clip art, etc. provided in the software. You can also print out pages on your printer or send them to Creative Memories for professional “coffee table” book, look and feel.

Genealogy buffs can use pre-designed pages to create a “Family History Book.” The class will provide you with free photo management software to test drive, to organize and edit your digital photos. You will also learn how to save to and retrieve your projects from a flash drive.

*Prerequisites: Strong basic computer skills and a 4 gig (or more) flash drive.*

## **Kindle 101**

**Bruce Edwards**

**Saturdays: Jan 22, 29, and Feb. 5**

**10 - 12 AM**

Ok, now you've got a Kindle; to get your money's worth from this fabulous device, you've got to take "Driver's Ed." Take this 3 session class and walk through all the basic features and elements. You'll discover that you can even check your email and the weather, create a calendar, and make to-do lists. You'll learn some great shortcuts and find out about websites and blogs devoted to the Kindle generation.

*Prerequisite: Bring a fully charged, Wi-Fi enabled Kindle*