

Grand Computers Club PC Course Offerings, Winter Term, 2011

For BEGINNERS who have no/little experience, the recommended sequence of beginner courses is as follows:

- Mouse & Keyboard – FREE Intro** may be taken more than once to gain proficiency with the mouse and keyboard.
- Windows 7, Level 1** - introduces basic computer functions; e.g., menus, windows, etc.
- Creating Documents with Windows 7** - introduces word processing skills & may be all that one needs for writing only email.
- Windows 7, Level 2** - explains how to utilize files & folders, which is required knowledge for almost all other classes.
- Wind7 Accessories Old & New** – a review of a number of handy extras called Accessories, some old, some new.

For USERS who are proficient with a mouse and familiar with menus and text entry, the following courses teach or review frequently used computer skills.

- The following courses are not in a required sequence.
- Email Tips and Tricks.**
 - Excel 2010, Levels 1 & 2** teaches spreadsheet usage.
 - Google Advanced Search Features** teaches how this free software can be used for a multitude of purposes.
 - Internet 1**, followed by **Internet 2**
 - PowerPoint 2007** is a presentation program.
 - Word 2010, Levels 1 & 2** teaches word processing skills.

DIGITAL IMAGE MAKING SOFTWARE: To take these courses, one should be proficient with the mouse and have basic PC and editing knowledge.

- Seminar: Photo Organizing** - explains folder and tagging options.
- Camera to Computer with Picasa** - teaches how copy or move photos from your camera to your PC, and makes use of Picasa software to manage photos and perform basic photo editing tools.
- Elements9 Basics** – for those who want to improve their digital photography through editing.
- Elements9 Correction** – learn three editing options – Full Edit, Quick Fix, and Guided Editing.
- Elements9 Layers** – instructs how to work with picture manipulation rather than correcting photos.
- Elements9 Organizer** – an overview of how the organizer can be used to manage personal photos.
- Elements9 What’s New?** – a seminar designed to help you decide if the latest Photoshop Elements software is worth the upgrade.
- Digital Video Editing (Movie Maker)** teaches how to edit video and to combine still pictures with video and music to create photo slide shows. Movie Maker software is part of both XP and Vista operating systems.
- Photo Organizing Options** suggest various methods of organizing your photos on your computer.

SPECIAL INTEREST: In addition to the following classes, any group of fewer than 6 students can create a **Custom Class** for which an instructor will be found.

- Facebook** teaches this free popular social networking software.
 - Skype** - free software and usage while an easy way to communicate with family using a Web cam.
 - Quicken Revisited** – a review of Quicken basics and a question/answer and discussion session.
 - Quicken, PC or Mac** – a three session course designed to provide hands-on information about the many functions of Quicken.
 - Website Development & Publishing** uses WYSIWYG Web Builder software to teach how to develop and publish one’s own website.
 - Website Photobooks** - an introduction to various on-line sites that specialize in creating and publishing photo books using your own digital pictures
 - HTML, Advanced Web Development** - teaches HTML using Microsoft Visual Web Developer 2010 Express.
 - eBay** is a way to buy things in an auction setting online.
 - Radio/Control Flight Simulator** allows you to learn how to fly a radio controlled plane without crashing and destroying it.
 - Analog to Digital** – making digital format media from analog media, such as LP records to CD.
 - Blogging, Info** – a review of blogging sites and the student establishment of a blog on Google Blogger.
 - Java Script, Intro to Programming** – using Java in programming Internet sites.
 - Media Center Basics for Windows 7** – your PC is a powerful TV, bringing shows and entertainment to one place. Enjoy broadcast and Internet TV on your PC whenever and wherever you want.
 - Turbo Tax** – a hands-on tutorial in how to use the most popular tax preparation software available.
 - Creating Personalized Magazine Cover** - To create an 8.5 x 11 print that replicates a magazine cover with its title font and photo format.
 - Hallmark Greeting Cards** – using Hallmark Card software, this course teaches one how to express themselves by creating a personalized card or stationary.
 - Hallmark Special Projects** – instructs how to create a design, style, colors, and layout including text, photo, or clip art.
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- MAINTENANCE:** The following courses are recommended for all PC owners, but these courses require an understanding of PC terminology and solid skills with the mouse and keyboard.
- Care & Feeding of Windows** teaches how to customize the computer and to use the task manager. Maintenance procedures and protection software are reviewed.
 - File & Disk Management Windows 7** teaches how to organize & maintain files.