

## Grand Computers Club PC Course Offerings, Winter/Spring Term 2010

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

**Seminar: Introduction to Computing** provides an explanation of common computer terms: input, output, processor, storage, program, data, record, and file. This course is not required to take other courses.

**Mouse & Keyboard – FREE Intro** may be taken more than once to gain proficiency with the mouse and keyboard.

**Windows Vista, Level 1 (or Windows XP, Level 1, or Windows 7-Getting Started)** introduces basic computer functions; e.g., menus, windows, etc.

**Creating Documents** introduces word processing skills & may be all that one needs for writing only email.

**Windows Vista, Level 2 (or Windows XP, Level 2)** explains how to utilize files & folders, which is required knowledge for almost all other classes.

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

**Windows Vista, Level 2 (or Windows XP, Level 2)** explains how to utilize files & folders, which is required knowledge for almost all other classes.

The following courses are not in a required sequence.

**Email Tips and Tricks.**

**Excel 2007, Levels 1 & 2 (or Excel 2003, Level 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** is a presentation program.

**Word 2007, Levels 1 & 2 (or Word 2003, Levels 1 & 2)** teaches word processing skills.

**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.

**Genealogy I, II & III** using *Legacy* software.

**Greeting Cards & Photo Projects** using Hallmark Card software.

**iPod, iTunes, iTouch, iPhone, Skype**--Look for classes on these topics in the Macintosh class listing.

**Quicken Revisited** and **Quicken, PC & Mac** is a personal finance software program.

**Seminar: Differences in XP, Vista & Windows 7** assumes that one understands XP.

**TurboTax** for those who desire software to assist in their tax returns.

**Web Site Development & Publishing** uses WYSIWYG Web Builder software to teach how to develop and publish one's own website.

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

**Digital Photography for PC** is not hands-on but teaches how to take better digital pictures, organize them, transfer them to the computer, print and email.

**Seminar: Organizing Your Photos** explains folder and tagging options.

**Scanners** teaches how to import pictures and text.

**Moving Pictures to the PC** teaches how Picasa software can be used to manage photos. This course demonstrates basic photo editing tools.

**Elements7 Overview** demonstrates the options available for advanced photo editing. This overview class requires knowledge of file and folder management.

**Elements7 Organizer, A** teaches only how to use the organizer to manage personal photos including tagging faces and specifying filters for Favorites.

**Elements7 Quick Edit, B** teaches the Quick Fix and Guided Fix editing options in Adobe Elements 7.

**Elements7 Collages, C** teaches how to make collages from personal digital images.

**Elements7 Slideshow, D** instructs how to create a slide show from personal digital images.

**Elements7 Full Edit, E** is an in-depth study of the photo editing capabilities of Adobe Photoshop Elements.

**Elements7 Toolbar, F** explores the Layers Palette.

**Elements7 Filters, G** teaches advanced photo management skills by creating original backgrounds.

**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.

**Hardcopy Digital Photobooks** using your own digital pictures brought to the class, you will create a photo book using a number of online Web sites.

**Photo Organizing Options** suggest various methods of organizing your photos on your computer.

**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 Vista (or Care & Feeding of XP)** teaches how to customize the computer and to use the task manager. Maintenance procedures and protection software are reviewed.

**File & Disk Management Vista (or File & Disk Management XP)** teaches how to organize & maintain files.