

## Grand Computers Club PC Course Offerings, Winter Term, 2012

**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 (PC Basics)** - introduces basic computer functions; e.g., menus, windows, etc.  
**Windows 7, Level 2 (Windows 7 Basics)** – goes into more depth of various programs and functions within Windows 7.  
**Creating Documents with Windows 7** - introduces word processing skills & may be all that one needs for writing only email.

**PRODUCTIVITY** 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, Using Windows Live Mail** how to perform basic e-mail operations using Windows Live Mail as the base.

**Excel 2010, Levels 1 & 2** teaches spreadsheet usage.

**Genealogy 1, 2, & 3** classes using Legacy 7.0 providing in-depth practice on many of Legacy's reporting and searching features.

**Google Advanced Search Features** teaches how this free software can be used for a multitude of purposes.

**Internet 1 & 2** leads to improved Web surfing and searching.

**Mail Merge Level 1 & 2** make mail merged documents, labels, directories and e-mails with Word & Excel.

**Word 2010, Levels 1 & 2** teaches word processing skills.

**Publisher 2010** to learn about publishing text like a magazine or newspaper.

**Access 2010** – how to create databases for all your needs including address lists, phone lists, LP records, and more.

**PowerPoint 2007/2010** – make slides to include text, graphics, and images; the 'standard' in presentations!

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

**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.

**Elements 9 Selection Tools** - learn about several tools that will assist in image-editing skills.

**Digital Video Editing Level 1 & 2** 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 Windows Vista Windows 7 operating systems.

**Photo Story** how to make a slide show photo story with music on free software from Microsoft.

**Shutterfly** teaches how to easily make a photo book using the software Shutterfly.

**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.

**eBook Basics Seminar** teaches how to use an eBook.

**Facebook** teaches this free popular social networking software.

**Fundamentals of Investing** learn the basics of today's investing in bonds and the equity markets.

**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.

**eBay** is a way to buy things in an auction setting online.

**Analog to Digital** – making digital format media from analog media, such as LP records to CD.

**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.

**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 Special Projects** – instructs how to create a design, style, colors, and layout including text, photo, or clip art.

**Turbo Tax** – learn about the popular tax-preparation program.

**Twitter** – a popular social networking function that allows one to text a message to a selected audience.

**UTILITY & 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.

**File & Disk Management Windows 7** teaches how to organize & maintain files.

**Windows 7, Level 3 (Standard Apps)** studies many of the standard applications included in the Windows 7 operating system, including Sticky Notes, snipping tool, sound recorder, Windows Media Player, backup and restore, and more.

**Windows 7, Level 4 (Care & Feeding of Windows)** teaches how to customize the computer and to use the task manager. Maintenance procedures and protection software are reviewed.

**Windows 7, Level 5 (Advanced)** studies advanced concepts and programs of Windows 7 to make your experience complete! Includes multiple displays, devices and printers, trouble-shooting, AppLocker, HomeGroup, remote desktop, task manager, and more.