

Computer Club Classes December 2008

Because there are a limited number of computer stations available for hands-on participation, pre-registration is necessary for all classes. See descriptions below for details on how to register.

Boot Camp: For Members New to Computing or Windows

Lead Instructor: Bill Wilkinson

Location: Computer Lab

Each Boot Camp class is comprised of five three-hour sessions

Dates: December 1, 2, 4, 8, and 9

Times: from 9:00 A.M. to 12 Noon.

Registration:

To register or seek additional information, please telephone **Susie Scott at 242-9745 or 239-8986 (cell)**. She will arrange to register you for an upcoming class, issue you the class materials and collect the course fee.

Course Description:

Boot Camp is an introductory course designed for members who are new to computing and/or the Microsoft Windows operating system. This hands-on class has a limited enrollment of 12 with each participant working at an individual computer station in the Computer Lab. A multi-member team of lead instructor and coaches will provide step-by-step instruction that will include demonstrations, guided practice and individual coaching assistance.

Participants will be introduced to the basic vocabulary and concepts necessary to establish an understanding of Windows. They will be instructed in practical strategies for managing and organizing their own data files, will be introduced to word processing, email, and the Internet, and will learn how to read and write data from/to a compact disk (CD or DVD) and a portable thumb drive.

The course includes over 40 Practice Sets that will encourage program participants to have many friendly hands-on experiences with their computers during the 15-hour program.

Prerequisites: Must be a Club member and own a computer using Microsoft Windows.

Fee: Fifteen (\$15.00), including a participant's manual, a CD, and a **portable flash drive** (new feature for class).

Gmail (Google Mail)

Wednesday, December 3, at 1:00 pm, in the Lab

Presenter: Howard Verne

This class is for beginners as well as experienced users, Vista as well as XP users. You will sign up for a FREE Google email account. No software need be installed. No more fighting Hotmail/AOL/Outlook Express/etc. You will learn how to: send and receive mail from ANY computer ANY operating system, ANYWHERE in the world; view attachments (e.g., pictures)

Computer Club Classes December 2008

and download them to your computer; send attachments as part of your email; set up contacts/address book; and recognize phishing and spam emails.

This hands-on class has a limited enrollment of 12 with each participant working at an individual computer station. A multi-member team of lead instructor and coaches will provide step-by-step instruction that will include demonstrations, guided practice and individual coaching assistance. There is no fee for this class.

Registration: to register, send an email with your first and last name, association number, and the word “**GMAIL**” in the body of your message to hverne@yahoo.com. If you do not receive a reply from Howard within 24 hours, please contact him at 363-5337.

Digital Photography: Camera to Computer to Print

Wednesday, December 10, at 1:00 pm, in the Lab

Lead Instructor: Edith Einhorn

This class will consider what to do with all those pictures you've taken with your digital camera. How do you retrieve them from your camera, view them, share them as prints or send them via email? Participants are encouraged to bring their cameras with at least 5 pictures, the USB cable or docking station that came with the camera, a blank CD-R and a thumb drive if you own one.

This hands-on class has a limited enrollment of 12 with each participant working at an individual computer station. A multi-member team of lead instructor and coaches will provide step-by-step instruction that will include demonstrations, guided practice and individual coaching assistance. There is no fee for this class.

Registration: to register, send an email with your first and last name, association number, telephone number, and the words “**DIGITAL PHOTOGRAPHY**” in the body of your message to eunicorn@cox.net.

How to Operate Your Digital Camera

Thursday, December 11, at 10:00 am, in the Classroom

Instructor: Stu Gershon

No one can teach you everything there is to know about your camera except you! You must make an effort to read your Owner's Manual and learn how to navigate through the Menu System. This class is designed to help you find the important items and change the settings to make the use of the camera easy and efficient! Included in the presentation will be such topics as: camera power; shutter release and pre-focusing; record (shooting) and playback (view); zooming (telephoto and wide angle); menu for changing settings; flash control; LCD display; resolution; various modes; film speed; automatic exposure lock; and formatting the memory card.

This is a hands-on class with a limited enrollment of 15 in order for all participants to receive adequate individual attention. **Participants must bring your camera, the owner's manual, fresh batteries, and a blank memory card so that you can fully participate.**

Computer Club Classes December 2008

There is no fee for this class; however, pre-registration is required.

Registration: To register, send an email with your first and last name, association number, telephone number, and the words “**DIGITAL CAMERA**” in the body of your message to digitaldoc@optonline.net. Your registration request and status will be acknowledged in a timely manner.

Advanced Vista

Instructor: Howard Verne

Wednesday, December 17, at 1:00 pm, in the Lab

This hands-on class has a limited enrollment of 12 with each participant working at an individual computer station. A multi-member team of lead instructor and coaches will provide step-by-step instruction that will include demonstrations, guided practice and individual coaching assistance. There is no fee for this class.

Registration: to register, send an email with your first and last name, association number, and the words “**ADVANCED VISTA**” in the body of your message to hverne@yahoo.com. If you do not receive a reply from Howard within 24 hours, please contact him at 363-5337.

Introduction to Word Processing

Monday, December 29, at 9:00 am, in the Lab

Presenter: Marilyn Gramms

Using *Microsoft Word 2003*, one of the industry’s premier word processing programs, learn basic concepts applicable to all word processing programs and many other computer applications. Skills include creating, formatting, and editing a document; using cut, copy and paste; and saving a document using the “save” and “save as” commands.

Prerequisites: Must be a Club member who has completed Boot Camp or have comparable experience with the Windows operating system. This hands-on class is limited to 12 participants.

Registration: Although there is no fee for this course, advanced registration is required. To register, send an e-mail message to mgramms@cox.net. In the text area of the message, include your first and last name, your Sun City Association number, plus the words “**WORD PROCESSING**.” Registrations will be accepted on a first-come, first-served basis. All registration requests will be acknowledged.