

January 2009 Classes

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: January 5, 6, 8, 12, and 13

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).

The MacOS X 10.5 (LEOPARD EDITION) TRAINING CLASSES-BEGINNERS

Instructor: Jim Maher

Location: Computer Lab

Each Training Class is comprised of four two-hour sessions

Dates: January 14, 28; February 11 and 25
A Second Series: March 11, 25; April 8 and 22.
Times: 6:30 PM to 8:30 PM.

Instructional Materials and Program Costs: see textbook information below.

The class size is limited to 6 members to allow for individual Q&A and access to hands on experience on the Lab's two Macintosh computers. Attendees must be a 2009 Sun City Summerlin Computer Club member and registered in advance at:
scsc macintosh training seminar@yahoo.com.

Please provide your e-mail address registered with SCSCC, and your SCSCAI number in that registration.

Textbook will be *The Mac OS X Leopard Book* by Scott Kelby
Pages: 264
ISBN-10: 0-321-54395-5
ISBN-13: 978-0-321-54395-0

With so many books out there on Mac OS X Leopard, what makes this one better and different is its focus. While other Leopard books can regularly be 500-plus pages, this book cuts through all the technical jargon and gives you exactly what you want: the most important, most requested, and just plain coolest things about Leopard that will change the way you work on your Mac. With Leopard's newest features, this book will show you how to customize your workspace with Spaces, search and view your files fast with Quick Look, restore any file on your system with Time Machine, and much more. Each page covers just one topic, complete with full-color photos and screenshots, making it easy to find what you're looking for fast.

Jim has confirmed with Peachpit Press that Scott Kelby's textbook is available at a 35% discount to Sun City Summerlin Computer Club-SCMUG members. You don't need to use the title SCSCC-SCMUG, but just in case it is asked for at:

Scott Kelby's book: <http://www.peachpit.com/store/product.aspx?isbn=0321543955>

USER GROUP COUPON CODE

Peachpit provides SCSCC members with a 35% discount off the list price of any of their books. At checkout, right before you put your credit card number in, you must enter the user group coupon code UE-23AA-PEUF (case-sensitive). This coupon code is an exclusive offer that may not be used in conjunction with any other coupon codes.

Texts are also available for purchase at both the local Borders book store and Amazon.com for about the same price as the discounted books from Peach Press.

When we get closer to the start date of the series, Jim will provide an outline of the pages and subjects covered at the individual meetings. Prior to the start of each meeting, the previous items covered will be reviewed should there be any further questions.

The MacOS X 10.5 (LEOPARD EDITION) TRAINING CLASSES- ADVANCED

Instructor: Jim Maher

Location: Computer Lab

Each Training Class is comprised of four two-hour sessions

Dates: January 7, 21; February 4 and 18

A Second Series: March 4, 18; April 1 and 15.

Times: 6:30 PM to 8:30 PM.

The class size is limited to 10 members to allow for individual Q&A. Attendees must be a 2009 Sun City Summerlin Computer Club member and register in advanced at:

scsc macintosh training seminar@yahoo.com.

Please provide your e-mail address registered with SCSCC, and your SCSCAI number in that registration.

Textbook will be *Visual Quickstart Guide MAC OS X 10.5 LEOPARD* by Maria Langer

Pages: 696; 1st Edition; ISBN-10: 0-321-49600-0 and ISBN-13: 978-0-321-49600-3

Apple's Leopard version will keep Mac users in the forefront of making the most from their computers. Respected, best-selling author Maria Langer takes readers through Mac OS X's groundbreaking capabilities, including new applications such as Time Machine and Spaces and revamped applications such as Mail, Dashboard, Spotlight, and iCal. With plenty of screenshots to clearly illustrate techniques, this reasonably priced guide is a great reference to the essentials of Mac OS X Leopard. Easy visual approach uses pictures to guide you through Mac OS X and show you what to do. Concise steps and explanations let you get up and running in no time. Page for page, the best content and value around. Companion Web site offers tips, links, updates, and more at

Jim has confirmed with Peachpit Press that Maria Langer's textbook is available at a 35% discount to Sun City Summerlin Computer Club-SCMUG members. You don't need to use the title SCSCC-SCMUG, but just in case it is asked for at:

Maria Langer's book: <http://www.peachpit.com/store/product.aspx?isbn=0321496000>

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Vista Basics—an Introduction

Tuesday, January 13, at 1:00 pm, in the Lab

Lead Instructor: Howard Verne

This session is a basic survey of Microsoft's Vista Operating System and is intended to give members who have just purchased a new computer with Vista installed or those who have converted from XP to Vista, a way to jump start their knowledge of Microsoft's newest OS.

Prerequisite computer skills required to attend this course:

Ability to use a mouse to open/close/minimize windows

Ability to start a program (such as Internet Explorer)

Basic understanding of files and folders

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 “**VISTA BASICS**” 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.

Vista Email (aka Windows Mail)

Instructor: Howard Verne

Monday, January 26, at 9:00 am

Location: Computer Lab

This session will be an introduction to Microsoft's Vista Email System for new and experienced users. Participants will learn: how to sign up to your Cox/Embarq email system; how to send mail with/without attachments; how to view/download attachments; how to add addresses to your contact list and manage the list; and how to recognize spam and phishing. **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 “**VISTA EMAIL**” in the body of your message to hverne@yahoo.com. *If, within 24 hours, you do not get a reply from Howard, please contact him at 363-5337.*

Digital Photography: Camera to Computer to Print

Tuesday, January 27, 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

Wednesday, January 28, at 1:00 pm, 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.**

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.

Introduction to Word Processing

Thursday, January 29, at 1:00 pm, 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.