

Computer Club of Sun City Classes

Note: Black indicates classes taught in the Windows XP Room E classroom.

Green indicates classes taught in the Vista Room E classroom.

Purple indicates classes taught in the Windows 7 Room C classroom.

Maroon indicates classes taught in the Windows 7 Room D classroom.

Class Title	Class Description
<p>Novice for XP, Vista, and Windows 7</p> <p>Room C</p>	<p>Friday, June 15; 9:00-11:00 a.m. Thursday, July 12; 9:00-11:00 a.m.</p> <p>These classes are identical. Free, hands-on class, one session.</p> <p>This class is designed for those who consider themselves absolute novices at the computer. It serves as a prelude to Computing 101, giving those with no computer experience a chance to start at the same level as those who have been using their computer a little before starting classes.</p>
<p>Computing 101 in Windows 7</p> <p>Room C</p>	<p>*Tuesday, Thursday, and Saturday; May 15, 17, and 19; 9:00-11:00 a.m. - In progress</p> <p>*Tuesday, Thursday, and Saturday; June 19, 21, and 23; 9:00-11:00 a.m.</p> <p>*Tuesday, Thursday, and Saturday; July 17, 19, and 21; 9:00-11:00 a.m.</p> <p>*Tuesday, Thursday, and Saturday; August 14, 16, and 18; 9:00-11:00 a.m.</p> <p>*Tuesday, Thursday, and Saturday; September 18, 20, and 22; 9:00-11:00 a.m.</p> <p>These classes are identical. Hands-on class, three two-hour sessions over a three-day period.</p> <p>Suggested prerequisite: Novice for XP, Vista & Windows 7.</p> <p>This is a class designed for new computer users and is taught in the Windows 7 classroom. Each class will consist of three sessions. Content includes basic information about your computer and the Windows 7 operating system; working with a USB flash drive; finding, identifying, and copying files; creating folders; basic word processing; some Internet and e-mail information.</p>

<p>Windows 7 Operating System</p> <p>Room C</p>	<p>*Monday, Tuesday, and Wednesday; June 4, 5, and 6; 9:00-11:00 a.m. *Monday, Wednesday, and Friday; July 9, 11, and 13; 9:00-11:00 a.m. *Tuesday, Wednesday, and Friday; September 4, 5, and 7; 9:00-11:00 a.m.</p> <p>These classes are identical. Hands-on class; three two-hour sessions over a three-day period.</p> <p>Suggested prerequisite: Computing 101 in Windows 7.</p> <p>Explanation of the Windows 7 operating system features in "Lay Language," to make changes to personalize your computer, to take the fear out of making changes to the appearance of some of the windows, desktop background, the mouse, and how to get back to the Windows 7 defaults. Stressed is the importance of organizing the folders in Documents, Pictures, and Music</p>
<p>Explorer in XP, Vista, and Windows 7</p> <p>Room C</p>	<p>*Monday, Tuesday, and Wednesday; May 21, 22, and 23; 9:00-11:00 a.m. *Monday, Tuesday, and Wednesday; June 25, 26, and 27; 9:00-11:00 a.m. *Monday, Tuesday, and Wednesday; July 30, 31, and August 1; 9:00-11:00 a.m.</p> <p>These classes are identical. Hands-on class; total of three two-hour sessions.</p> <p>Suggested prerequisites: Computing 101 in XP, Vista, or Windows 7 and XP, Vista's, or Windows 7 Operating System.</p> <p>This is an intense study requiring you to know your keyboard and have good listening skills. Explorer is an organizational program that helps you to make your own folders and put files into them. This course will give you knowledge to add to, change, create, move, organize, and control your folder system.</p>
<p>Graphics in Word 2007 and 2010</p> <p>Room D</p>	<p>*Monday, May 21; Wednesday, May 23; Thursday, May 24; and Friday, May 25; 9:00-11:00 a.m.</p> <p>Hands-on class; four two-hour sessions.</p> <p>Suggested prerequisites: Computing 101 in XP and Explorer in XP, Vista & Windows 7 or comparable experience. Knowledge of word processing is very helpful.</p> <p>This course introduces the student to the use of Microsoft Word 2007 and 2010 features to draw a variety of shapes and change their appearance through filling with color, texture, pattern, or a picture. Further, you will learn to: Add text to an object using text boxes and Word Art, change relationships of objects using ordering and grouping techniques, insert pictures into letters or other documents, and modify pictures using the Paint program.</p>

<p>Excel I 2007 and 2010 - Beginning</p> <p>Room D</p>	<p>*Tuesday, May 29; Wednesday, May 30; Thursday, May 31; and Friday, June 1; 9:00-11:00 a.m.</p> <p>Hands-on class, four two-hour sessions over a four-day period.</p> <p>Prerequisites: You should have good mouse skills and be familiar with the standard and formatting toolbars. It is recommended that you have successfully completed Computing 101 in Vista or Windows 7; Vista's or Windows 7 Operating System; Explorer in XP, Vista & Windows 7; and Word I 2007 - Beginning in Vista or Windows 7 - Beginning.</p> <p>Introduction to spreadsheets using Microsoft Excel 2007 & 2010. You will learn about cells, data values, and beginning formulas (functions). Learn how you can record home expenses and have at your disposal all individual totals of each expense category. Other helpful features learned will be copying and pasting data, filling series, replicating, shading certain cells, and enhancing your project with borders.</p>
<p>Windows Live Photo Gallery</p> <p>Room C</p>	<p>*Monday, June 11; Tuesday, June 12; and Wednesday, June 13; 9:00-11:00 a.m.</p> <p>Hands-on class; three two-hour sessions.</p> <p>Suggested prerequisites: Computing 101 in XP, Vista, or Windows 7; and Explorer in XP, Vista & Windows 7.</p> <p>Although this class will be taught on Windows 7 computers, the Windows Live Photo Gallery software (free from Microsoft) used in this class can be used on Windows XP, Vista, and Windows 7 computers.</p> <p>Windows Live Photo Gallery is a photo organizer that can be used to view, manage, and edit digital photos and videos. You will import digital photos, adjust photos needing corrections, add captions and tags to photos, receive instructions on sharing photos on Facebook and YouTube, and create a simple slide show using Windows Live Movie Maker.</p>
<p>Intermediate Windows 7 Operating System</p> <p>Room C</p>	<p>*Wednesday and Friday, June 20 and 22; 9:00-11:00 a.m.</p> <p>*Monday and Wednesday, July 16 and 18; 9:00-11:00 a.m.</p> <p>*Monday and Wednesday, September 10 and 12; 9:00-11:00 a.m.</p> <p>These classes are identical.</p> <p>Hands-on class; two two-hour sessions.</p> <p>Suggested prerequisite: Windows 7 Operating System</p> <p>This is the more advanced version of the Windows 7 Operating System class. It covers System Restore, creating user accounts, creating a password reset disk, setting file associations, defragging, scheduling tasks, shadow copy, and disk cleanup.</p>

***Unusual schedule. Check exact dates for class meetings.**