

Computer Club of Sun City Classes

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

Green indicates classes taught in the Vista classroom.

Purple indicates classes taught in the Windows 7 classroom.

Class Title	Class Description
<p>Novice for XP, Vista, & Windows 7</p> <p>Room D</p>	<p>Thursday, August 19; 9:00 a.m. Thursday, September 16; 9:00 a.m. Thursday, October 14; 9:00 a.m. Thursday, November 4; 9:00 a.m. Thursday, November 18; 9:00 a.m. Thursday, December 16; 9:00 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 XP</p> <p>Room D</p>	<p>*Monday, Tuesday, and Wednesday; August 9, 10, and 11; 9:00 a.m. *Monday, Tuesday, and Wednesday; September 13, 14, and 15; 9:00 a.m. *Monday, Tuesday, and Wednesday; October 4, 5, and 6; 9:00 a.m. *Monday, Tuesday, and Wednesday; November 8, 9, and 10; 9:00 a.m. *Monday, Tuesday, and Wednesday; December 6, 7, and 8; 9:00 a.m.</p> <p>These classes are identical. Hands-on class, three two-hour sessions over a three-day period. Suggested prerequisite: Novice XP, Vista & Windows 7.</p> <p>This is a most basic class in computers for users who have no experience with a computer or for the persons who have some experience from their work place, but who have limited knowledge about the basics. The class covers basic information about your computer from the ground up. Included will be information about the XP operating system and how to use a flash drive. Also, you will learn some word processing functions, such as making folders and files and placing them in your computer so you can find them later, and cutting, copying, and pasting. We will talk about the Internet, study the club's web page, and look at the e-mail process.</p>

<p>Computing 101 in Windows 7</p> <p>Room C</p>	<p>*Tuesday, Thursday, and Saturday; August 24, 26, and 28; 9:00 a.m. *Tuesday, Thursday, and Saturday; September 21, 23, and 25; 9:00 a.m. *Tuesday, Thursday, and Saturday; October 19, 21, and 23; 9:00 a.m. *Tuesday, Thursday, and Saturday; November 9, 11, and 13; 9:00 a.m. *Tuesday, Thursday, and Saturday; December 7, 9, and 11; 9:00 a.m.</p> <p>These classes are identical.. Hands-on class, three two-hour sessions over a three-day period. 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>*Tuesday, Wednesday, and Thursday; September 7, 8, and 9; 9:00 a.m. *Monday, Tuesday, and Wednesday; October 4, 5, and 6; 9:00 a.m. *Monday, Wednesday, and Friday; November 8, 10, and 12; 9:00 a.m. *Monday, Wednesday, and Friday; December 6, 8, and 10; 9:00 a.m.</p> <p>These classes are identical. Hands-on class; three two-hour sessions over a three-day period. 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, & Windows 7</p> <p>Room C</p>	<p>*Monday, Tuesday, and Wednesday; July 26, 27, and 28; 9:00 a.m. *Monday, Tuesday, and Wednesday; August 30, 31, and September 1; 9:00 a.m. *Monday, Tuesday, and Wednesday; September 20, 21, and 22; 1:00 p.m. *Monday, Tuesday, and Wednesday; October 18, 19, and 20; 1:00 p.m. *Monday, Tuesday, and Wednesday; November 15, 16, and 17; 1:00 p.m. *Monday, Tuesday, and Wednesday; December 13, 14, and 15; 1:00 p.m.</p> <p>Hands-on class; total of three two-hour sessions. 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>Word Processing: WordPad in Windows 7</p> <p>Room C</p>	<p>*Wednesday and Friday; August 18, 20, 25, and 27; 9:00 a.m.</p> <p>Beginning, hands-on class; four two-hour sessions. Suggested prerequisites: Computing 101 in Windows 7; Windows 7 Operating System; and Explorer in XP, Vista & Windows 7.</p> <p>Word processing using the WordPad program that comes with Windows; creating, editing, saving, and printing documents; formatting documents (including alignment, line spacing, indenting, setting tabs, creating and sorting lists, and enhancing text). Notes on using Microsoft Word are included in class handouts.</p>

<p>Quicken 2010</p> <p>Room C</p>	<p>*Tuesday, Wednesday, Thursday, and Friday; October 26, 27, 28, and 29; 9:00 a.m.</p> <p>Hands-on class; four two-hour sessions.</p> <p>Suggested prerequisites: Computing 101 in XP, Vista, or Windows 7; XP Operating System, Vista's Operating System, or Windows 7 Operating System; and Explorer in XP, Vista & Windows 7.</p> <p>It is important for the student to attend every session of this course, as each session builds on the previous lesson.</p> <p>Although this class will be taught using Windows 7 computers, the Quicken 2010 software used can be run on Windows XP, Vista, and Windows 7 computers.</p> <p>Use a computer to track your finances--enter bills, record check payments, balance your checkbook, track what you spend, create a budget, and plan for tax time.</p>
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***Unusual schedule. Check exact dates for class meetings.**