

## PCs WITH WINDOWS XP

**Registration required: Mon 9/28/09, Walk in 9am-noon,  
Call in 1 - 2pm, AM walk ins get best choices of classes**

### **Free Computer Classes at Grapevine Senior Activities Center: 817-410-8130**

**421 Church St., Grapevine, TX 76051 - Fall Semester: Oct 4 – Nov 19, 2009**

**All sessions are three hours unless otherwise stated.**

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#### **Keyboarding (Typing)** Length: three sessions each

When: Thursday @ 9am-Noon, (Oct 15, 22, 29)

**OR** Wed @ 9am-Noon, (Oct 28, Nov 4) 12:30pm – 3:30pm (Nov 11)

#### **OPEN to ANYONE - May or may not have taken a computer course.**

**Your computer requirements: Windows 98 or above, Internet Explorer 5.0 or above, CD drive**

Computers are more fun when you know the keyboard. This class will introduce you to free programs that will help you improve your computer keyboarding (typing) skills. You will be shown how to use these programs. You will be given a CD to take with you so you can practice at home on your computer, in our Study Hall or on any computer with Internet access.

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#### **Windows Fundamentals** Length: Six sessions each

When: Tue & Thurs @ 12:30pm – 3:30pm (Oct 6, 8, 13, 15, 20, 22)

**OR** Mon & Wed @ 9am - Noon (Oct 5, 7, 12, 14, 19, 21)

**OR** Tue & Thurs @ 9am – Noon (Nov 3, 5, 10, 12, 17, 19)

Students will learn how to use the mouse and the keyboard. You will get lots of practice in a useful way with beginning word processing, making folders, playing games, drawing, and changing desktop options. The class uses the standard features that come with Windows so that everything you learn in the class you will be able to go home and practice on your own computer. **Note:** If you are lacking in keyboarding (typing) skills, we strongly encourage you to take the Keyboarding class. Our goals are to help you to be successful and have fun with your computer.

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#### **Study Hall**

When: Friday @ 9am - Noon (Oct 9, 16, 23, 30, 6, 13)

#### **Open to those who are taking or have taken Windows Fundamentals**

Do you want to practice Windows Fundamentals topics? If so, this time is for you. A knowledgeable assistant will answer your questions of how to do Wallpaper, Screensaver, Windows Explorer, Paint, WordPad and Solitaire. There are exercises for you to practice on or just come and do what you want to do.

#### **Optional Classes Follow - Requires Successful Completion of Windows Fundamentals**

#### **Burning CDs** Length: Two sessions

When: Mon & Wed @ 12:30pm – 3:30pm (Oct 26, Nov 4)

Do you want to know how to "burn" a CD (ability to create CDs)? All students will be able to burn CDs on their lab computer. Additional topics will be: different CD types (CD, CD-R, CD-RW), CD typical uses, information sources, caring for CDs, etc. The CD burning software is Nero Express and Windows XP burning function on all PCs.

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**Digital Camera: Getting Started** Length: Four sessions

**Pre-req.:** Have digital camera and can take pictures with it.

When: Tue & Thurs @ 12:30pm – 3:30pm (Oct 27, 29, Nov 3, 5)

Now I have a digital camera, what do I do? Learn how to get photos from the camera to the computer, do basic editing like cropping, removing red eye and getting the pictures to look better. Learn how to print on your home printer or at the store; how to resize photos and email. Picasa 3, free software from Google, will be used. Picasa 3 requires Windows 2000 or XP.

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**Email** Length: Three sessions

When: Thurs & Tue & Wed @ 12:30pm – 3:30pm (Nov 12, 17, 18)

We use Outlook Express to learn how to send, save and organize your mail, different ways to address messages, send pictures and files, create and use an address book, use proper Netiquette. Understand about ISPs, email software choices, privacy concerns, protection from viruses, customizing your email software, etc.

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**Greeting Cards** Length: Four sessions

When: Mon & Wed @ 9am - Noon (Nov 9, 11, 16, 18)

Using the PrintMaster Gold Version 18 software, this class will teach how to create greeting cards (birthday, anniversary), calendars, labels, etc.). The students will purchase the greeting card software for \$20 (due at registration) install it on the classroom computers and will take the software home at the end of class. You must have Windows XP or Vista, a minimum of 1GB hard disk space and a **DVD reader** to run this program at home.

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**Quicken** Length: Four sessions

When: Mon & Tue & Thurs @ 9am - Noon (Nov 9, 10, 16, 19)

Need a better way to manage your personal finances? Quicken 2008 Deluxe, a popular financial program, will be used in this class. Instruction will be a hands-on experience for everyone which will include such topics as the initial setup along with the general use of the program. It does not include demos with financial institutions over the Internet. The course is designed for those considering using such a system as well as for those that want to learn more. Join us in order to perhaps solve one of life's persistent questions, "Where does my money go?"

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**Surfing the 'Net**      Length: Three sessions

When:      Tuesday @ 6pm – 9pm (Oct 27, Nov 3, 10)

This class will show you how to learn and improve your searching the Internet using Internet Explorer (IE). Topics will include Internet terminology, IE functions and IE options, web site navigation, error messages, saving and using bookmarks, Google search engine and search techniques, helpful web sites, etc.

**Word**      Length: Five sessions

When:      Mon & Wed @ 12:30pm - 3:30pm (Oct 5, 7, 12, 14, 19)

This class uses Microsoft Word 2003 to help you increase your word processing skills in the following areas: formatting, editing, creating tables and labels, using mail merge, and working with graphics. **NOTE:** Students should have competent keyboarding skills to get the most out of this class. If you need to improve your own typing skills, we encourage you to take the Keyboarding class first.

**Windows XP: Advanced Topics**      Length: Four sessions

**Pre-req.: Win. Fund. Plus one Optional Class of 3 sessions (3 hr session), e.g., Word Proc., Email, Surfing)**

When:      Tue @ 9am - Noon (Oct 13, 20)

            Fri & Wed @ 12:30pm - 3:30pm (Oct 16, 21)

Windows XP topics including tuning your system, backing up your data, maintaining your system, install/uninstall software, Acrobat Reader, practical information sources, security (viruses, virus hoaxes, firewalls, spyware), hardware, printers, ports, storage devices, Windows Explorer, etc.

**Next Registration: Monday: Jan 4, 2010**

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