

# 2010 ADULT COMPUTER CLASSES

The annual Adult Computer Classes will be held at Fenwick High School beginning on Thursday, March 4, 2010. The classes will meet on **Thursday evenings**, from 6:00-8:00 p.m, in Computer Lab A . You may attend one or more classes at a cost of \$15.00 per class, payable each evening. Come and join others in a relaxed atmosphere while learning how to use your computer. Classes tend to fill up quickly, so reserve your seat as soon as possible. The class schedule is as follows:

## **LETS GET STARTED!! COMPUTER BASICS (Thursday, March 4, 2010)**

Become more comfortable using a computer! Topics will include the basics of operating a computer, operating systems, learning to use the desktop, creating and saving files and folders, media storage options, printing, sending and receiving email, and protecting and updating your computer.

## **WORD PROCESSING – BEGINNER (Thursday, March 11, 2010)**

Learn how to create and modify documents in Word 2003, the most popular word-processing program available. Topics will include beginning features such as formatting, letters, envelopes, labels, and tables.

## **WORD PROCESSING – ADVANCED (Thursday, March 18, 2010)**

Continuing with Word 2003, this class will cover more advanced features such as form letters, mail merge, term papers, newsletters, headers/footers, and collaboration tools. Use Word as a publishing tool to easily create flyers, newsletters, brochures and other documents.

## **SPREADSHEETS AND PRESENTATIONS (Thursday, March 25, 2010)**

Introduction to creating spreadsheets with Excel 2003 and presentations with PowerPoint 2003. Find a comfort zone with Excel exploring some basic Excel formatting, create simple tables, formulas and functions. Use PowerPoint and create an easy presentation of pictures, sounds and videos.

## **MAKE VIDEOS COME ALIVE! (Thursday, April 1, 2010)**

Learn the basics of creating videos and video editing using the free Microsoft program Movie Maker. Pinnacle Studio software will also be demonstrated and introduced. Learn how to import clips from a variety of sources, edit, create, and save videos. Use digital cameras, camcorders, scanners, and a Dazzle. Come play in the digital world!

If you would like to register for a class or would like more information, email Cheryl Brandenburg at [cbrandenburg@fenwickfalcons.org](mailto:cbrandenburg@fenwickfalcons.org) or telephone Fenwick High School, 513-423-0723 Extension 222.