Series I Courses: At the Beginning - Be in Charge - Keeping Your Computer Alive & Healthy - Entertainment World - Welcome to the World Wide Web (WWW)

At The Beginning
Computer Basics: Level 1
Tuesday, May 7, 2013
This class is perfect for those with no prior computer experience or those just beginning to work with computers. We will start at the beginning and learn basic skills like...
- How to use the keyboard and mouse.
- Common computer terminology.
- How to use menu bars, tool bars and icons.
- How to use the Help features and function keys.

Be In Charge
Computer Basics: Level 2
Thursday, May 9, 2013
Develop the practical skills necessary to enjoy and operate your computer with confidence! You will learn to be in charge of what is on your computer and where your files are stored; making it much easier for you to use it and find things when you need them.
In this class you will learn to...
- Create, close, open, and manage files.
- Create and save folders so you will never lose a file again.
- Burn a CD or copy files to a flash drive or IPOD.
- Tell the difference between software and hardware.
- Understand the four most used software programs (word processing, spreadsheet, presentation and database) and their benefits.
- Install and uninstall software and hardware.
- Install drivers and their importance.
- Know when and how to install updates.

Keeping Your Computer Alive & Healthy
Computer Basics: Level 3
Tuesday, May 14, 2013
This class will cover basic system maintenance and what to do if your computer gets a virus.
In this class you will learn about . . .
- Anti-virus programs
- Tips to keep your computer running smoothly
- “System restore point”
- Disk clean-up
- How to secure your computer
- Error messages

Location:
Boys & Girls Club
1330 52nd Street
Kenosha, WI 53140

When are classes?
1:00 – 2:30 pm or 6:30 – 8:00 pm
You chose what time works best for you, for each class!

Cost:
$3.00 per class
$10.00 per series
You do not need to register in advance.
You may take just one course or save money by registering for either series 1 or 2. You will pay the instructor at the start of the class.

Scholarships: If you cannot afford the cost, scholarships are available by filling out a simple request form at the time of the class.

Questions? Contact Susan Marshall
at smarshall@bgckenosha.org
or call 262-653-7330.

Each class is limited to 17 students.
If more show an interest, we will start a waiting list and schedule additional classes.

www.gtc.edu
Equal Opportunity Employer and Educator
Classes taught by a patient and knowledgeable instructor, using easy-to-understand terms.

You will receive handouts with detailed ‘how to’ steps for referencing later.

Questions are always welcomed.

Even if you do not own a computer, you can use these new skills at the library at no cost.

Entertainment World
Digital Media - All About Music, Videos, Pictures, Gaming, Etc.

Thursday, May 16, 2013
In this class you will learn about...
✓ Electronic books and how to manage them.
✓ Photo Shop
✓ Bmp, jpeg, gif, tiff, png
✓ MP3 music files
✓ Movie files
✓ YouTube

Welcome to the World Wide Web (WWW)
Internet Usefulness
Tuesday, May 21, 2013
✓ Search for information and determine if it is reliable and accurate.
✓ Create bookmarks and organize them.
✓ Surf the web to locate websites for driving directions, discount coupons, local businesses and restaurants, weather reports, and much, much more!
✓ Use Zangle an educational website to monitor your child’s grades, attendance and more.
✓ Explore educational websites to help with school.
✓ Setup and use email.

Series II Courses: Social Kinship - Snail Mail verses Electronic mail - Managing Your Information - Create a Powerful Document - Create Your First Presentation.

Social Kinship
Computer Based Social Networking
Thursday, May 23, 2013
Twitter, LinkedIn, Facebook, you’ve heard of them, but how do you use them to your best advantage? Learn to create a profile, useful tips and tricks for these increasingly important tools for communicating with friends, family and co-workers.

Snail Mail verses Electronic mail
Basic e-mail technology
Tuesday, May 28, 2013
Learn how to set-up, use and manage an e-mail account.

Managing Your Information
Basic Microsoft Excel® - Spreadsheet Program
Thursday, May 30, 2013
Learn how to put together a Microsoft Excel spreadsheet (budget, address book, etc.) quickly and easily. Learn the essential skills for using this spreadsheet tool.

Create a Powerful Document
Basic Microsoft Word® - Word Processing Program
Thursday, June 4, 2013
Learn how to create a Microsoft Word document. Learn that Microsoft Word can be used to create a wide variety of things like letters, invitations, flyers, resumes, calendars and much more. You will learn the essential skills for using this word processing tool and how easy it is to use.

Create Your First Presentation
Basic Microsoft PowerPoint® - Presentation Program
Thursday, June 6, 2013
Learn essential skills so you can create a Microsoft PowerPoint presentation quickly and easily.