

# COMPUTER CLASSES

**Email:** Learn to communicate over the internet. You will learn how to sign up for an e-mail account, how to send and receive e-mails, adding attachments and customizing features.

**Internet:** Learn the joys of surfing the World Wide Web! Take a virtual tour of the Internet, get acquainted with the most popular Web sites, and learn to utilize search functions and search engines.

**Facebook and Twitter:** Are you looking to communicate with your family via Facebook or Twitter? This class will help you set up an account, and teach you how to navigate through the different options available. If your family is doing it, join them! This is a great way to keep updated on photos, news and little bits everyday information.

**Photo Editing & Printing:** Do you have digital pictures from your new digital camera that you have not printed yet? Well this class is just for you! We will cover photo editing, such as cropping, red eye, changing to a black and white photo and saving for printing. You will also learn to email photos you wish to share.

**EBay:** Want to buy or sell on EBay? Sell your unwanted items for extra income! Find those hard to find items that you always want but cannot find in the store. Everything is on EBay. Learn to bid, search, set up an account and sell on EBay.

**Introduction to Computers:** For the computer novice. We will teach you to understand the basics of your computer. Hardware, software and terminology will be covered. Students will develop mouse skills and be introduced to the game of solitaire on the computer.

**Keyboarding:** Gain the fundamentals necessary in using the keyboard and mouse and learn the functions of various keys, basic typing and cursor control/movement. This is a prerequisite for the advanced computer classes.

**Microsoft Word I:** An introduction to the most widely used word processing program. Learn how to make more interesting documents and save them as files. Prerequisite for this class is Introduction to Computers and Keyboarding.

**Microsoft Word II:** Learn to save files on the computer, mail merge, format and more. The class will also cover retrieving, deleting and saving to a disk as well as to learn how the Recycle Bin works.

**Excel:** Learn the fundamentals of a spreadsheet, the computer equivalent of a paper ledger sheet. It consists of a grid made from columns and rows, making number and data manipulation extremely easy.

**Computer Clinic:** Are you stuck? Do you have a question about Word, Email, and Internet or need a little help figuring out why something will not work? Then this class is for you.

**Each session is \$20 and consists of 3 classes. Classes are held in the Technology Suite at the Barnstable Senior Center. Gift Certificates are available. Registration is required, please call 862-4750 for dates, times, and additional information.**