

# COMPUTER QUICK SHOTS

What are Quick Shots? These three to four hour classes are designed to teach the basic operations of the most popular applications. We provide enough information to get started in these programs. If you need additional instruction, then our regular non-credit courses are the answer.

## **INTRODUCTION TO WINDOWS**

Get basic instruction on navigating, opening, moving, resizing, and command selection common to any Windows program using either the keyboard or mouse. Basic explanation of what Windows is and is not.

code:	PICOM-004-MC	cost:	\$49
dates:	Mar 3-Mar 3	days:	W
time:	12:30PM-04:30PM	location:	MAC 114

## **MAIL MERGE AND YOUR ADDRESS BOOK**

Learn to create a mail merge database and how to set up a letter, catalog, labels, and envelopes and merge a list of customers to these items. Learn how to merge a collection of names into the letters or labels in the Outlook address book.

code:	PICOM-023-MC	cost:	\$49
dates:	Mar 4	days:	TH
time:	12:30PM-04:30PM	location:	MAC 114

## **GETTING STARTED ON FACEBOOK**

Learn how to set up a Facebook account and connect with family and friends. Topics include uploading photos and video, searching for contacts, and becoming a fan. Participants also learn how to choose the right security settings to make sure their Facebook accounts are viewed by only those they grant access to. Facebook etiquette is also covered. Participants must have an e-mail address and know how to use a mouse before enrolling in the class.

code:	PICOM-074-MC	cost:	\$39
dates:	Mar 8	days:	M
time:	06:30PM-09:30PM	location:	MAC 114

**WORKING WITH PIVOT TABLES AND BASIC MACROS**

Learn what a Pivot Table is and how it is best used to rearrange data to find a trend or solution. Class includes program instructions to create and run basic macros.

code:	PICOM-024-MC	cost:	\$49
dates:	Mar 11	days:	TH
time:	12:30PM-04:30PM	location:	MAC 114

**MICROSOFT WORD STEP 1**

This class introduces new comers to word processing using Word. Learn to create a basic document, save options, use of templates, and how to move round the document. Auto correct, selecting text using both the keyboard and the mouse, basic formatting, and editing also are introduced.

code:	PICOM-005-MC	cost:	\$49
dates:	Mar 17	days:	W
time:	12:30PM-04:30PM	location:	MAC 114

**ACCESS STEP 1**

Through the use of a template, learn about a basic database including structure and navigation. Learn how to create a database from scratch, create tables using wizards, add data, and basic data manipulation.

code:	PICOM-007-MC	cost:	\$49
dates:	Mar 31	days:	W
time:	12:30PM-04:30PM	location:	MAC 114

**INTRO TO THE INTERNET**

Learn what type of equipment is needed, connection options, and which providers are available. Class includes a discussion on security and how to protect computers. Participants get hands-on experience and learn about navigating the World Wide Web and various search options.

code:	PICOM-008-MC	cost:	\$49
dates:	Apr 7	days:	W
time:	12:30PM-04:30PM	location:	MAC 114

**POWERPOINT STEP 1**

Gain a basic introduction to PowerPoint and the benefits of its use. Learn about slide selection, objects, inserting text, and basic formatting, as well as use of auto correct and dangers of spell check. The class also introduces selecting clip art, adding charts, sound and animation, and playing the presentation.

code:	PICOM-009-MC	cost:	\$49
dates:	Apr 21	days:	W
time:	12:30PM-04:30PM	location:	MAC 114

**FACEBOOK FOR PARENTS AND CHILDREN**

This class is designed for both a parent and child. Learn how to set up a Facebook account for a child, and how to monitor and view its content. Basic security is discussed. This class requires both a parent and child; no child will be allowed to participate without a parent present. Children must be age 13 or older. \$39 tuition fee is for both parent and child.

code:	PICOM-025-MC	cost:	\$39
dates:	Apr 24	days:	S
time:	09:00AM-12:00PM	location:	MAC 114

**EXCEL STEP 1**

Learn about the power of a spreadsheet including how to avoid the major mistakes in creating spreadsheets, inputting data, saving, and opening. Formulas and basic formatting are also covered.

code:	PICOM-006-MC	cost:	\$49
dates:	Apr 28	days:	W
time:	12:30PM-04:30PM	location:	MAC 114

**BASIC E-MAIL**

Learn about e-mail basics including setting up e-mail accounts that can be used after the class is over. Security and the advantages of having an extra account also are discussed. After setting up the accounts in class, students learn how to send, receive, forward, and reply to e-mails. Attachments and built-in address book are also covered.

code:	PICOM-017-MC	cost:	\$49
dates:	May 5	days:	W
time:	12:30PM-04:30PM	location:	MAC 114

**ADVANCED E-MAIL**

This is the second in our series of basic e-mail classes using Yahoo e-mail and covers the basics of RSS feeds to get information from multiple Web sites. If time allows discussion includes general options and preferences, blocking and customizing the spam filter, checking and editing personal information, and working with address books.

code:	PICOM-018-MC	cost:	\$49
dates:	May 12	days:	W
time:	12:30PM-04:30PM	location:	MAC 114

**TUNE UP YOUR PC**

Don't throw out that old computer! Computers that are moving slower may benefit from a basic tune up by cleaning clutter and junk. This class covers basic security and how it affects speed, using scanners that pop up while on the Internet, and how to make sure a registry is properly backed up.

code:	PICOM-019-MC	cost:	\$29
dates:	May 19	days:	W
time:	12:30PM-02:30PM	location:	MAC 114