

Northshore Senior Center catalog of Computer-related classes
Catalog of Computer Courses
offered by the volunteer staff at the
Northshore Senior Center
10201 East Riverside Drive Bothell WA 98011-3708
Phone: 425 487-2441
And
Mill Creek Senior Center
15720 Main Street, Mill Creek, WA 98012
Phone: 425-948-7170
<http://www.northshoreseniorcenter.org/>

See the quarterly bulletin for dates and location of classes being taught in the current quarter. Not all of the courses listed below are offered every quarter. If you see a class in this catalog that is not being taught, contact

Bothell lab: Shirley Mehlenbacher at Smehlen@aol.com or
Mill Creek lab: Bill Durham at BillD@seniorservices.org.

By prior arrangement with the instructor, you may use your own laptop or netbook computer. For the usual suggested sequence of classes and required prerequisites for each class, see the chart at the end of this listings. Many of these classes are also offered on a one-on-one basis at a time of your convenience.

----- Basic computer familiarity -----

Introduction to the PC

One session of 2 hours

What is the Operating System? What does it do? What is software and hardware?

Organize your data by type and subject files and folders. Overview of basic common software tools such as text editor, Microsoft Office, Open Office and Adobe PDF reader.

Windows 7 - Basics

4 hours in 2 sessions

Getr acquainted with Windows 7. We will cover appearance of the new desktop, Welcome Center, the Start menu, locating commands, accessing the Internet using Internet Explorer, Using URL's, http://. Why Passwords, and more. (Guy Evans)

Windows XP - Basics

8 hours in 4 sessions

Learn how your operating system functions: edit date and time, adjust mouse and keyboard properties, etc. Become familiar with drives, desktop and taskbar features; folders, files and document formats. Learn to copy, move, delete, restore and rename files and folders. Discover the power of the right mouse button and much more! {Karl Dudey}

Windows VISTA operating system basics

4 hours in 2 sessions

Get better acquainted with Vista. We will cover appearance of the new desktop, Vista's Welcome Center, the Start menu, locating commands, accessing the Internet using Internet Explorer, Using URL's, Http://. Why Passwords, and more.

Document Management

4 hours in 2 sessions

You will learn about the structure of Folder and Document lists; how to create and arrange folders, sub-folders, and files so you can easily retrieve saved material; how to organize, save and rename them; how to find "lost" documents and retrieve items from the Recycle Bin – and much more! {Karl Dudey}

Windows XP operating system basics

8 hours in 4 sessions

Learn how your operating system functions: edit date and time, adjust mouse and keyboard properties, etc. Become familiar with drives, desktop and taskbar features; folders, files and document formats. Learn to copy, move, delete, restore and rename files and folders. Discover the power of the right mouse button and much more!

Windows XP - Explorer

5 hours in 2 sessions

Are you going to let your computer control you, or would you rather control your computer? This is a narrowly focused class on file structure: how to create and name folders, how to identify various file types, how to use the Windows Explorer feature to find any file.

Windows XP – Beyond Beginners

6 hours over 2 sessions

Geared for the beyond beginner computer user to help you use MS Windows XP, to feel at ease, and to increase your knowledge, skills and confidence

Help! Where Is My Stuff?

1 ½ hours

Have you ever lost or misplaced a folder or document? Learn how to retrieve it. Become proficient in the use of the Help and Search utilities in MS Word, MS Excel and other Microsoft products.

Backup and Archive of your data.

3 hours in one session with hands-on exercises.

This course will outline reasons for and methods of protecting your valuable data such as documents, photos, spreadsheets, music, or recorded books. We will identify data that needs to be protected of which you may not be aware, and how to get to it.. The basic techniques are simple, requiring only a rudimentary familiarity with Windows Explorer. Hands-on practice with various peripheral hardware devices is included. More advanced techniques will be outlined. Students are encouraged to bring their own external devices such as hard drives and flash media. Web-based remote backup services will be

discussed.

Prerequisites: basic familiarity with Windows explorer, and optionally, the Command Language Interface (formerly called the "DOS Window")

----- Images and Sound -----

Digital Music, Audio Books, and portable music players

5 hours in 2 sessions with assigned home exercises.

This course will enable the student to acquire music and recorded books from various sources and then transfer desired pieces to portable digital music players or to create, or "burn" audio Compact Disks.

After the necessary concepts, definitions and some historical background: the class proceeds to the two practical aspects of digital sound on Personal Computers. The first session covers capturing or collecting sound from various sources such as ripping an Audio Compact Disc, cassette tape, or live sound; public library e-collections; commercial fee-based download; and free download from public domain sources. Brief exercise in streaming music as an alternative to downloading.

The second session will address utilization of collected music and management of your sound collection. This includes direct play from the PC using audio enhancements and graphic visualizations, peer-to-peer sharing of public domain materials, burning an audio compact disc, insertion of background music into videos and PowerPoint presentations, and synchronizing to a portable Digital Music Player (a so called "MP3 player"). Students are encouraged to bring their own audio CDs and Digital Music Players for use during the class exercise.

Prerequisites: A basic familiarity with Windows Explorer, select-drag-and-drop techniques, and optionally a basic working knowledge of Windows Internet Explorer.

Bring to class: a commercial Audio Compact Disc, a blank CD-R, and your digital music player. These can be provided by the instructor so if you do not have any of them, please email the instructor in advance of the first session.

Digital Cameras

3 hours in one session

Have a digital camera? Having a problem figuring out how to make it work properly? Bring your camera, charged battery, download cord and instruction manual to this workshop and we will try to help you with your questions. { Bob Spurlock }

Preparing Your Digital Camera

2 hours

Bring digital camera, computer connection cable, camera instruction book, flash drive and 2 blank CD's. Use the camera menu to get the best setup for a good image.

Photographing Your Art

2 hours

For those who want to practice with a computer, and with Photoshop Elements. Getting acquainted with and using the menus and tools needed to prepare your image. Bring image on a flash drive, and 2 blank CD-Rs.

Sizing, Colors and Printing Photographs

2 hours

Getting acquainted with Photoshop Elements. Bring image on flash drive and 2 blank CD's. Finding and using the tools in Photoshop Elements needed to set the image to the necessary resolution and file size.

Excel 2007 Spreadsheets, Level I

6 hours in 3 sessions

By the end of the introduction you will know how to create basic spreadsheets and charts by entering text and values, manipulate cells, calculate data using formulas and functions, use a variety of formatting techniques and create and modify charts. {Guy Evans}

Excel 2007 Spreadsheets, Level II 3-day course-6 hours

Sharpen your Excel skills in this intermediate course. Sort and filter data with a variety of techniques, create templates and worksheets, create advanced formulas, macros, and audit worksheets and analyze data. Prerequisite: Excel 2007 Level I

----- Documents, word processing, spreadsheets -----

Label Making with Your Computer

2 hours

Use an MS Word document and an MS Excel address list to create labels for envelopes. Also, create name badges or identification cards. If you have a list, bring it to class (on diskettes, USB flash drives or memory sticks; if available).

Beginning Word Processing with MS Word 2007

12 hours in 6 sessions

Would you like to know how to use a word processor and type a letter or create an invitation? Word Processing Basics can help you with all of this. We will cover the following topics: What is Word, Starting and Closing Word, Creating and Saving a Document, Formats and Styles (font or typestyle, color of the text, underlining, etc.) Using the Dictionary, Printing a Document, Making Lists and Inserting Pictures and Graphics. Prerequisite: Windows Basics or equivalent. {Marilyn Langdon}

Continuing Word Processing with MS Word 2007

6 hours in 3 sessions

Review Word Processing MS Word 2007 and reinforce your knowledge of commands taught during the "Beginning" class. Learn how to compile multiple files into one document, use "Help" and "Tools" menus and understand the use of Fonts, Graphics, WordArt, Clip Art, Drawings, and Photographs. Prerequisite: Beginning Word Processing

Writing for Publication

6 hours in 3 sessions

Are you interested in publishing your writing? Whether it is a self-published family cookbook, a children's book, or a major literary work, this class is for you! Learn about formats, fonts, tables of contents, indexes, and adding photos and artworks. {Lynne Green}

----- Email and internet -----

Internet Introduction

4 hours in 2 sessions

Learn to make a connection to the Internet and see what you can find. Learn how to get an Internet Service Provider (ISP), and how to choose a browser. {Guy Evans}

E-Mail Basics

5 hours in 2 sessions

Set up a free E-mail account, send and receive E-mails with attachments, organize E-mail folders, mailing lists, and more.

Accessing Audiobooks

2 hours in one session

Looking for a good audiobook? The King County Library carries not just books on tape and books on CD, but also provides audiobooks that can be downloaded to your computer or portable device. Best selling fiction and nonfiction, classic literature, language learning, drama, classic radio programs, and self-help are all available in audio form. Don't have a computer or portable device? The library also provides Playaways which come all ready to listen. Learn how to find and download library audiobooks.

Blogging 101

4 hours in 2 sessions

Setup and customize a free weblog, aka "blog"!

A blog is your easy-to-use web site where you can quickly post thoughts, your creative work, discuss important topics, interact with people, share images, video, and more. Blogs can be used for business, personal purposes or small organizations—it's all up to your imagination. We'll walk through creating blog posts and publishing as well as how to share and promote your blog. {Stacy Randolph}

Craft and Hobby Patterns on the Internet

4 hours in 2 sessions

Do you have a favorite craft or hobby, and want to find new patterns or designs? Learn how to find free patterns on the internet, and then print, download, or paste into a WORD document for later use.

Prerequisite: Basic Internet knowledge {Lynne Green}

Using the Internet for everyday tasks

2.5 hours in one session

You will learn how to perform a variety of recurring or even unpleasant tasks using the internet, where it is easier and faster. This course compliments other courses by covering topics such as

- * Bill payment
- * Finding stores and thrift shops, and on-line shopping
- * Ordering medications and checking health records
- * Finding and joining special interest groups.
- * getting driving directions
- * download of public domain videos, recordings, and text.

We will not cover topics addressed in other classes, e.g., Craigslist selling and shopping, Bring a flash drive if you want to take home some useful web sites.

Prerequisites: familiarity with Windows Internet Explorer and cut-&-paste/drag-&-drop techniques. {Ed Schramko}

Craigslist – Selling and Shopping

4 hours in 2 sessions

Learn how to post items for sale on Craig’s List (www.craigslist.com) and follow through with the sale. Practice searching and “shopping” on Craig’s List. Bring a digital photo and a description of one item that you would like to post for sale, so that you can gain the real experience of posting items. You can bring your digital camera with fully charged batteries and USB cord which connects it to the computer and/or a CD or USB flash drive with your digital photo. Requirements: basic Windows Explorer knowledge, an email address and knowledge of how to check e-mail online.

Facebook For Seniors

2 hours

Facebook for Seniors is “fun”. Come see how easily you can connect to old friends and younger family members, help keep you up with current events, have fun in a new social group, make private groups (family, hobby, travel, church, etc.) all from the comfort of your own home. Hands-on for you if you’re ready—set up your own Facebook account. You must have a G-mail account loaded with your contacts list. Learn and impress your friends and relatives with what you know. Enjoy!

----- advanced classes -----

Family History with Legacy

4 hours in 2 sessions

Open that shoebox with the faded family photos, old letters and certificates and organize them into a family tree. Download a free program (Legacy) and enter dates, print family trees and share data with family and friends. {Peter O’Toole}

Command Language Interpreter, formerly the DOS window

6 hours in 2 sessions

When first introduced, the Windows operating system was a shell over the Disk Operating System (DOS). After Windows became an operating system in itself, a Command

Language Interpreter (CLI) was introduced that had the same commands as DOS. New commands have been added, new features have been installed and the original commands have been greatly extended to the point that the CLI is a complete programming language with extensive text manipulation features, subroutines, and integer arithmetic. Significantly, text files can be read and written. This class will show you how to access the advanced features and demonstrate some of their powerful and subtle capabilities. A prime number generator will be one example.

Prerequisite: either some familiarity with the DOS syntax or experience with any programming language.

Quicken Demonstration

2 hours

Quicken is an accounting program for business and personal use. The first part will be an explanation of the use of Quicken and its advantages. Then we will cover the creation of accounts and assigning the accounts Names. We will set up a checking account, write checks and enter deposits, withdrawals and balances. We will balance and reconcile the accounts. {Jimmie Dunston}