



USING A DIGITAL CAMERA

Digital and conventional cameras — Pixels; size; resolution — Optical and digital zoom
Autofocus; aperture and exposure — Depth of field; focal length
Flash; red-eye reduction — Printing; resizing images — Saving images; compressing
Using *PhotoPlus* to enhance pictures

SCANNING AND IMAGE EDITING

Scanning photographs — Reducing the file size of scanned images
The basics of editing images — Optical character recognition

DRAWING GRAPHICS

Using the drawing tools in Microsoft Office - ie Word, PowerPoint

Exploring the drawing tools — Creating a drawing — Using the drawing to make a poster

INTRODUCTION TO POWERPOINT

Starting PowerPoint — Settings — Inserting pictures — Viewing a PowerPoint show
Changing the order of slides — Adding text, borders, background — Transition effects
Animation — Slide and title masters — Changing the Background
Working with colours, objects

SPREADSHEETS

Spreadsheet layout — Entering and editing information — Formatting a spreadsheet
Using and copying formulas — Percentages and averages — Adding rows and columns
Sorting data — Moving data between Spreadsheets
Preparing charts from spreadsheets — Protecting data
Using Spreadsheets, Word Processor, and Database together — Using a template

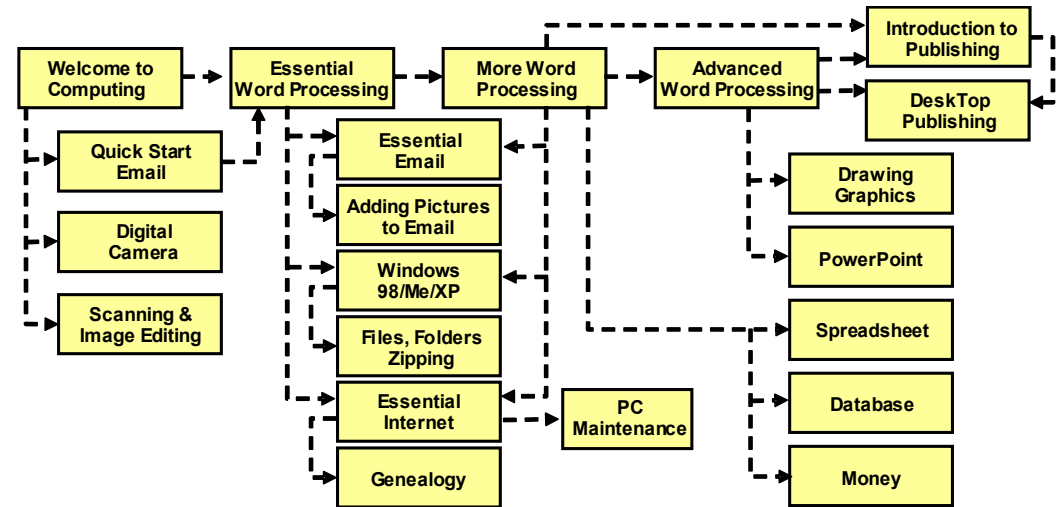
DATABASES

Becoming familiar with database layout — Designing a database — Entering information
Editing data — Adjusting the layout — Sorting data - querying a database
Creating reports, form letters and mailing labels

MONEY

Using Microsoft Money for keeping a set of accounts and writing reports

Opening a Money file — Creating accounts — Account Register — Entering transactions
Saving and backing up — Payees and Categories — Classifications
Reconciling with bank Statements and Credit Cards — Reports and Charts



NOTE: Courses are 4-week and cost \$20, EXCEPT: "Welcome to Computing" (2 weeks, free); "Quick Start Email" (1 week, free); "PC Maintenance" and "Introduction to Publishing" (each 2 weeks, \$10); Drawing Graphics (with printed manual, \$30)

WELCOME TO COMPUTING

This is a free 2-week course available to all new members

Buying a Computer — Hardware/Software — Getting Started — Opening an Application
The Desktop — Using the Mouse — The Keyboard — Using Help — Writing a letter
Closing down correctly

ESSENTIAL WORD PROCESSING

(using Microsoft Word)

*Includes many essentials for using a word processor program
Suitable for beginners, and those who already have some experience with word processing*

Opening and saving files — Features of the keyboard and mouse — Typing text
Placing and moving the cursor — Selecting, moving, changing, and deleting text
Using menus and shortcuts

MORE WORD PROCESSING

(using *Microsoft Word*)

A reasonable knowledge of the basics of word processing is required

Changing text characteristics — Spacing between lines, paragraphs
Bullets and numbering — Copying between documents — Inserting pictures and WordArt
Paragraphs — Finding and replacing — Checking spelling — Layout

ADVANCED WORD PROCESSING

(using *Microsoft Word*)

Tables: creating, adding, removing, and changing columns and rows
Tables: adding text — line styles and shading — text in columns
Adding boxes and shading to text — Text boxes: creating and placing — adding text
Tables: merging and splitting cells — sorting data — Tables as simple spreadsheets
Creating and working in columns

QUICK START EMAILS

(using *Microsoft Outlook Express*)

A free 1-session course to get you started with emails

ESSENTIAL EMAIL

(using *Microsoft Outlook Express*)

Requires a knowledge of basic word processing

Opening the home page — Folders, inbox, outbox, sent items, deleted items, drafts
Preparing an email — Addresses — "New Mail" as a word processor
Going online — ISPs, passwords — Sending and receiving emails
Opening and printing emails — Replying to emails — Copying to a new email
Attachments: opening, saving — Sending to more than one recipient
The address book: contact list, groups — Signatures

ADDING PICTURES TO EMAILS

This is an advanced 2-week course which requires that the "Essential Email" course has been completed, and preferably the "Files, Folders, Zipping" course as well

Resize your photos (from scanner or digital camera)
Insert the files into your emails, so that it is simple for recipients to print them

PC MAINTENANCE

Windows Security updates — Virus and Spyware protection — Hard drive maintenance
Clearing unwanted files — Backing up files

WINDOWS

For Microsoft Windows 98, Me or XP

(An existing course is available; a new course is currently being written)

The main features of Windows

FILES, FOLDERS, ZIPPING

A 2-week course. Requires a good knowledge of *Windows (95/98/Me or XP)*
Files and folders Hierarchies — File pathways - Viewing files — Creating folders
Deleting folders and files — Unzipping and extracting files
Moving /copying between folders — Zipping files — Searching for files
Properties of files and folders

ESSENTIAL INTERNET

(using *Internet Explorer*)

Connecting to the Internet: online, offline — Homepages, URLs
Web pages: opening, saving, printing — Search engines: searching
Associated programs (*Adobe Reader, Macromedia Flash*)
Previous websites: the address bar; History; Favorites
Copying and saving from web pages

GENEALOGY

Using *Personal Ancestral File*

Create a new file — Add families — Make changes
Insert notes and sources — Print forms and reports

INTRODUCTION TO PUBLISHING

For those without Desktop Publishing programs.

Requires a good knowledge of Word Processing

Using text and picture frames — ClipArt, WordArt, BorderArt
Making a greeting card using the Wizard

DESKTOP PUBLISHING

Using Microsoft Publisher. Requires a good knowledge of Word Processing

Features of *MS Publisher* — Text and Picture frames — WordArt
Copying, moving and resizing text — Producing greeting cards/certificate
Creating tables — Producing a 3-column Newsletter
Using Page Wizard to produce a Calendar