

## OXFORD SENIOR CENTER COMPUTER CLASS OUTLINES

<u>COURSE FEES</u>	<u>12 Week Course</u>		<u>4 Week Course</u>	
	<u>DAY</u>	<u>EVENING</u>	<u>DAY</u>	<u>EVENING</u>
Senior Members	\$60	\$85	\$35	\$45
Senior Non-Members*	\$70	\$95	\$45	\$55
Non Seniors	\$100	\$125	\$60	\$85
<b>*This price includes membership to the Oxford Senior Center</b>				

You can choose between 1-hour sessions that meet twice a week or 1-½ sessions that meet once a week. We have day and evening classes. Please see attached schedule.

**Basic Computer Class** 12-week course – (How do I get this #@? Computer to work?)  
 This course covers the basics of how to use the computer, Microsoft Word, send and receive electronic mail, and searching the Internet.

**Various 4-week courses** - It is recommended that you take the Basic Computer Class first before taking the next level classes.

**Corel WordPerfect Basics** - This course covers menus and toolbars. How to open, close, and save documents. How to cut, copy and paste and change appearance of text. How to create, view and edit headers and footers. Implementation of spelling, grammar and thesaurus applications. How to print documents, envelopes and labels.

**Electronic Mail Level 2** (Keeping in touch with family and friends.) – This course covers requirements for accessing the Internet, send and receive e-mail with/without attachments, how to maintain the email address book, how to reply, forward, print and delete messages.

**Microsoft Publisher 2000 Basics** - This course covers how to get started using Publisher. How to use templates, wizards and creating publications from scratch. The use of drawing text boxes, adding text and formatting text. The basics of Desktop Publishing.

**Microsoft Windows Basics** (There is a Window on my computer?) - This course covers how to use Microsoft Windows - open, close, move, minimize and maximize windows, what is the Desktop, Icons, where is the Taskbar, and Recycle Bin.

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**Microsoft Word Level 2** (Where is the Cursor?) - This course covers how to use this word processing program. Learn how to use menus and toolbars. How do you create a new document, open a previously saved document, save and close documents. How to cut, copy and paste and change appearance of text. How to create, view and edit headers and footers. Implementation of spelling, grammar and thesaurus applications. How to print documents, envelopes and labels.

**Microsoft Word Level 3** (I got the basics now I want to learn more!) - This course covers how to add columns and tables to your document. How to add text into columns and tables. How to add clip art and pictures to your document. How to modify the clip art and pictures. How to use WordArt.

**Surfing the Internet Level 2** (Why can't the Website be found?) - This course covers review of Internet terms, search engines and web browsers. Navigating and searching the Web using the address window and search button. Customizing your searches and marking web pages for easy return (adding them to your Favorites folder). Printing and saving images and printing information. We use Internet Explorer but discuss Mozilla Firefox and AOL.