

## OXFORD SENIOR CENTER COMPUTER CLASS OUTLINES

<u><b>COURSE FEES</b></u>	<u><b>12 Week Course</b></u>		<u><b>4 Week Course</b></u>		<u><b>1dy/1hr CLASSES</b></u>
	<b>DAY</b>	<b>EVENING</b>	<b>DAY</b>	<b>EVENING</b>	
<b>Senior Members</b>	\$60	\$85	\$35	\$45	\$5
<b>Senior Non-Members*</b>	\$75	\$100	\$50	\$60	\$5
<b>Non Seniors</b>	\$100	\$125	\$60	\$85	\$5

**\*This price includes membership to the Oxford Senior Center**

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 schedule in the Newsletter.

**Basic Computer Class**      12-week course, twice a week or 13 week course, once a week – (Learn How to Use Your Computer) This course covers the basics of how to use the computer. We also learn how to type and print letters, print envelopes and labels in Microsoft Word, send and receive electronic mail (email), and search the Internet for information.

**Various 3 and 4 week courses** - It is recommended that you take the Basic Computer Class first before taking the next level classes.

**Electronic Mail Level 2** (Keeping in touch with family and friends.) – This course covers requirements for accessing the Internet and signing in or logging on. How to send and receive e-mail with and without attachments. How to use your Address Book. How to reply, forward, print and delete messages. We use Outlook Express but discuss the similarities of other email programs.

**Microsoft Excel Basics Class** (How to Work with Spreadsheets) – This course covers how to use this spreadsheet program. Learn how to use the menus and toolbars. How to create, open, save & close documents. Add text & basic formulas. Edit spreadsheets, headers & footers, print spreadsheets & more.

**Microsoft Excel Level 2 Class** (How to use Excel as a Database) – This course covers how to use this spreadsheet program as a database. Add information in a database format. How to sort and filter data. How to merge data into Microsoft Word to create labels.

**Surfing the Internet Level 2** (Searching for Information on the World Wide Web) (3 week course) - This course covers Internet terms, search engines and web browsers. How to navigate and search the Internet using the address window and search boxes. How to mark web pages for easy return (Favorites or Bookmarks). Printing & saving images & printing information. We use Internet Explorer but discuss AOL & Firefox.

**Microsoft PowerPoint Basics Class** (Creating Presentations & Slideshows) - This course covers the basics of creating presentations and slideshows using text boxes, images and animation.

**Microsoft Publisher Basics** (Creating Newsletters, Brochures, etc.) - 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 Word Level 2** (Word Processing & Typing Letters) - This course covers how to use this word processing program. Learn how to use menus & toolbars. How to create, open, save & close documents. How to cut, copy and paste & change appearance of text. How to work with headers & footers. Implementation of spelling, grammar & thesaurus applications. How to print documents, envelopes & labels.

**Microsoft Word Level 3** (Working with Columns, Tables & Images) - 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.

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### Various 4-week courses – continued

**WordPerfect Basics** (The Other Wordprocessing Program) - This course covers how to use this word processing program. Learn how to use menus & toolbars. How to create, open, save & close documents. How to cut, copy and paste & change appearance of text. How to work with headers & footers. Implementation of spelling, grammar & thesaurus applications. How to print documents, envelopes & labels.

**Windows Basics** (Understanding Microsoft Windows) (3 week course) - 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.

**VARIOUS INFORMATIONAL ONE-DAY, ONE-HOUR CLASSES** - These classes are offered occasional throughout the year.

**QUESTION AND ANSWER** - Come join us for a question and answer session where participants ask questions regarding ANY computer related subject. You can email us your questions in advance. Send the questions to Colleen at [caowens@oxfordseniors.org](mailto:caowens@oxfordseniors.org) and put in the subject line Q&A.

**LEARNING ABOUT EBAY** - Come join us for a session on how to use EBAY. You can email us your EBAY questions in advance. Send the questions to Colleen at [caowens@oxfordseniors.org](mailto:caowens@oxfordseniors.org) and put in the subject line EBAY Q&A.

**COMPUTER MAINTENANCE TIPS** - Learn how to do some basic computer maintenance. We will discuss Disk Cleanup, Disk Defragmenter programs, how to delete temporary internet files and cookies. Use Windows Explorer to delete unwanted files.

**CUT, COPY & PASTE LESSON** – Learn how to cut & paste and copy & paste. We will use Word to learn these skills, however the skills can be applied to many other programs.

**LEARN TO SCAN** – Learn how to scan pictures and documents. Bring something to scan.

**ORGANIZE YOUR COMPUTER** – Learn how to create, move, copy and delete folders; move, copy and delete files; organize files and pictures.

**PDF FILES – WHAT IT IS & SAVING FILES AS PDF** - This course covers what a PDF file is and how to save files in this format to share with others.

**SETTING UP EMAIL PROGRAM** - Learn how to set up Outlook Express, Outlook or Windows Mail to receive your email. We will also discuss setting up multiple email accounts in one or more identities.

**FREE ONE-DAY, ONE-HOUR CLASSES** - These classes are offered in the summer.

**MEET THE INSTRUCTOR** - Come to the class to meet the computer instructor and ask her questions. Find out about our classes and what we have to offer.

**CHOOSING AN INTERNET PROVIDER** - Come to this class to learn how to choose an internet provider. We will discuss some local providers, how to choose, basic costs, and what to look for.

**HOW TO BUY A COMPUTER** - Come to this class and learn what to look for when buying a new computer and accessories. We will talk about hard drives, RAM and other components including optimal size requirements.