

Wethersfield Computer Learning Center Come and Learn!

Upcoming Classes: September - December 2013



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Register for classes on the second Monday of each month from 1:00 to 3:00 pm in room S1 at the Wethersfield Community Center.

Core Courses

Computer Basics I Course Fee: \$20

CBI - 61: Mondays and Wednesdays: 9/16/13 - 9/25/13

Time: 12:30 –3:00pm Instructors: Holger & Judy Lundin



Computer Basics is for the beginner and is based on Microsoft WordPad and Windows 7. This class introduces you to Windows basics and the use of a mouse and keyboard, based on exercises using games such as Solitaire, writing with WordPad, and drawing with Paint.

Computer Basics II Course Fee: \$35

CBII-48: Tuesdays: 10/8/13 - 10/29/13

Time: 9:30 am to 12 Noon Instructor: John Oblak

This four-lesson tutorial, based on Microsoft WordPad, Internet Explorer 9.0 and Windows 7 Ultimate, introduces you to two primary software applications. Three lessons cover the basic features of word processing using the program WordPad, with a brief exposure to Microsoft Word 2007. You will learn to create, edit, format and print text documents, such as letters. You will also use clip art to liven up your documents, as well as create a sales flyer. The final lesson provides an overview of the Internet and the World Wide Web.
Prerequisites: Computer Basics I

Introduction to the Internet Course Fee: \$35

INNT-29: Tuesdays and Thursdays: 11/12/13 - 11/21/13

Time: 9:30am - Noon Instructor: Donna Brown

Learn ways to navigate on the Web, search for information on any topic, find a lost friend, and use the Internet to comparison-shop for products purchased online. Students will also learn how to save favorite web sites, and how to download and save files from the Internet. This four-lesson course is based on Internet Explorer 9.0 and Windows 7.

Prerequisites: Computer Basics II or equivalent

Monthly \$5 Workshops!!! Come and Learn!

No membership fees for the Senior Center are required for workshops.

Tuning Your Computer Workshop Fee: \$5

Thursday: 9/19/13 Time: 10:00 am - Noon

Instructor: John Oblak

Just like your car, a PC performs better if you do periodic maintenance on it. There are simple, safe things to do that will improve your computer's performance and security.

File Management: Where Did my Work Go? Workshop Fee: \$5

Wednesday: 10/16/13 Time 2:00 - 4:00 pm

Instructor: Linda Rubera

This workshop demonstrates methods for organizing and managing your disk files and folders, as well as techniques to sort, search and back-up files.

Prerequisites: Computer Basics II or equivalent

More About Your iPad Workshop Fee: \$5

Wednesday: 11/13/13 Time: 10:00 am - Noon

Instructors: Pat Richardson and Donna Brown

This hands-on workshop will help you work with your iPad and learn more about texting, email, search the web and use of apps.

Bring your iPad!

Cyber Security II Workshop Part 2 Course Fee: FREE!

Tuesday: 12/2/13 Time: 3:00 - 5:00 pm

Instructor: Keith Rafaniello, Director of Technology, Wethersfield Public Schools



Are you concerned about Cyber Security? This free workshop, co-sponsored by WCLC and the Wethersfield Library, will help determine what you need to do. Keith Rafaniello will discuss areas of concern for seniors and share some free online resources that seniors can use to safeguard their online experience.

Please let us know if you are interested in any of the following **Individual Tutorials, Workshops or Courses.** Also, one-to-one sessions are available on specific topics!

Power of Google Workshop Course Fee: \$5



This demonstration provides an overview of some of the many things you can do on the Internet using Google. Certainly, Google is very helpful in searching for information - but did you know that it can also give you directions from your house, watch old comedy shows, track airplane flights in real time, translate a sentence, and so much more!

"Cool" Websites - Workshop Course Fee: \$5 for each session

This one lesson workshop will open your eyes to the unlimited resources of the World Wide Web. Need a form to file your taxes, we will visit IRS.GOV and get one. Need to fix that leaking faucet, we will visit www.youtube.com and view a video. How many movies did Bob Hope star in, we will visit the Internet Movie Database, IMDB.COM and find out. And much more!

Prerequisite: You should be comfortable getting around in Windows applications with the mouse; you should have some familiarity with the keyboard.

Electronic Gadgets Workshop Course Fee: \$5 for each session

"Showcase of Electronic Gadgets" presented by staff from a local store. You will have an opportunity to hear a description of, and try out, items such as: a notebook computer, a tablet, a smart phone, a music player and an electronic reader.

Jazz up your Work with Images Workshop Course Fee:\$5

Learn how to use images to make your work more interesting. This workshop will help you learn how to use clip art, images from the Internet and pictures that you have saved on your computer.

Exploring Tutorials Workshop Course Fee:\$5



After taking a Wethersfield Computer Learning Center class, do you wish you could further your training using material other than the text provided? Many interactive video tutorials are available from Microsoft and other software and hardware providers. We will explore a few of them.

Picasa Workshop Course Fee:\$5

Picasa is a software download from Google that helps you organize, edit, and share your photos. You can also invite family and friends to view your photos online. It is free and easy to use. You can also create a collage, movie or poster. Reprints of photos are also available online to those you invite to view the photos.

Upgrading to Windows 7 Workshop Course Fee:\$5

Is it worth doing? Watch a live upgrade from Microsoft Vista to Windows 7 operating system and decide for yourself.

An Internet Museum Tour: Let Your Fingers Do the Walking - Workshop Course Fee: \$5

Did you know that dozens of the world's greatest museums have internet 'galleries' and other offerings? Plus, there are special Internet Museums showcasing fine works of art. This program will introduce you to the world of beauty that is available through the World Wide Web.

Word Topics Course Fee: \$20 per 2 hour session

Do you want more practice or guidance from an instructor using the Word topics you learned in the Introduction to Using Your Computer course? Formatting text, using templates to write a letter, editing text, preparing and inserting tables into your document, using pictures or graphics in a document, or preparing a professional looking document?

Use Your Digital Camera! Course Fee: \$20 per 2 hr session

Bring your camera and manual and you will learn to use the camera menu functions, take pictures and edit, print and share your pictures.

Google: Earth-Basic Course Fee: \$20 per 2 hour session

Learn the basics of Google Earth, a product that combines satellite imagery, maps and the power of Google Search to put the world's geographic information at your fingertips. Students will download and install this free software, navigate Earth using the control panel and mouse, "fly" to specific locations, find nearby places such as restaurants and museums, get driving directions, and learn where to get additional help to use this product.

Prerequisites: Introduction to the Internet or equivalent

Google: Earth-Advanced Course Fee: \$20 per 2 hour session



It's been quoted many times over the last decade that 60% of ninth graders couldn't find Canada on a Map? Well, that was before "Google Earth". This interactive program allows the user to see the earth from a bird's eye view. Fly from New York to Paris and then to Rome viewing the Empire State Building, the Eiffel Tower and the Coliseum. For a single class fee a grandparent is allowed to bring one of their grandchildren and explore this program together. Visit the country (and or town) of your heritage or map out a previous or future vacation. But most of all interact with your grandchild, using your knowledge of geography with the technology of today.

Prerequisites: Google: Earth Basic or equivalent

Cyber Security Course Fee: \$35 for 4 session course

Help to protect yourself from fraud and breaks in your security system while using your computer. Get tips on keeping your personal information safe. This four-session course describes security concerns related to your computer, using the internet and how to protect yourself against those security concerns.

Introduction to Excel Course Fee: \$55 for 8 session course

This eight-week course focuses on the use of Microsoft Excel, a spreadsheet program. You will learn to use this program to keep budget information, track your investments, and develop and monitor a variety of number related projects. You will also learn how you can use this program to maintain lists and other data.

Prerequisites: Computer Basics II or equivalent

Buying on eBay - BUY Course Fee: \$20 for 2 hour session

This is a two-hour workshop to introduce students to using eBay as a buying site. The workshop provides step-by-step instructions designed to introduce students to finding items to buy. Students will learn how to interpret the statistics on an auction page, learn how to judge sellers, and learn about various shipping and payment options. Students must be experienced with using a computer, and with accessing the Internet. Registration on eBay is required. Students must register prior to class. The instructor will assist, if necessary.

Selling on eBay - SELL Course Fee: \$20 for 2 hour session

This is a two-hour workshop to introduce eBay as a selling tool. The workshop provides step-by-step instructions designed to introduce students to selling items on eBay. Students will open an account and register as a seller on eBay. Students will also learn how to add a picture to a listing to make it more appealing, learn about pricing, and how to track the progress of an auction. Students must be experienced with using a computer, and with accessing the Internet. Registration on eBay is required. Students must register prior to class. The instructor will assist, if necessary. Students are also required to provide eBay with credit card, debit card, or checking account information to use its selling feature.



E-Mail from A to Z Individual Sessions \$20 per 2 hour session

Learn email basics, including how to send and receive attachments such as photos. This is offered on an individual basis during late afternoon or early evening at a mutually agreeable time arranged between the student and instructor. Students will learn on the email program they use and are encouraged to bring in their laptops if possible.

Keyboard Shortcuts Workshop Course Fee: \$5

Learn how to use 'tricks' that Windows has buried in many places that often let you do things more quickly using the keyboard instead of the mouse.

Prerequisites: Computer Basics II or equivalent



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