

Adult Computer Classes

June 2014—Living in the Online World

Morning Classes

10am-12pm

Wednesday - Thursday

Evening Classes

5:30pm-7:30pm

Monday - Tuesday

*iPad Basics

12:30pm-2:30pm

Wednesdays - Thursdays

Keyboarding 101 (June 2-5)

A two day course designed to teach students the home key method of keyboarding and set them on the path to increasing their typing speed and accuracy. Students will engage in face to face instruction as well as online based practice.

Tech Savvy Tips and Tricks (June 9-12)

A two day course designed to help students increase their digital skills by learning typing shortcuts, internet navigation tips, how to manage a computer more efficiently, and much more. Students will build their knowledge of technology tips, shortcuts, and useful procedures that will help them become pros on their devices.

Using the Cloud (June 16-19)

A two day course where students will learn what the cloud is, what types of cloud based storage are available, and how it can provide an ease of use and access that benefits them. Students will learn how to add, edit, and remove files in the cloud, how to share easily and quickly over the web, and what the security implications of using online storage are.

Microsoft PowerPoint (June 23-26)

A two day course designed to introduce students to PowerPoint and demonstrate its basic capabilities. Students will learn the skills to create exciting PowerPoint presentations that integrate transitions, images, sound, video, and more. This is a more advanced course so students must be comfortable with Computer Basics and Microsoft Word to sign up.

iPad Basics* (June 4-5, 11-12, 18-19, 25-26)

A two day course designed to introduce students to the iPad and its features. Students will learn how to navigate an iPad, what it's used for, how to use apps, and how to make an informed decision when buying an iPad. Students can bring their own iPad or use one of the iPads provided in class. This class also includes instruction on other types of tablets.

A flash drive and folder for handouts are recommended for the classes.

Space is limited, registration is necessary.

Please call the Information Desk @ 972.230.9661 to register for these classes.

