

## **SILVER SCHOLARS, FORMERLY KNOWN AS WEB WISE SENIORS, PITTSBURGH COMPUTER CLASSES**

Silver Scholars computer classes have been specifically designed for individuals over the age of 50, but all are invited. The classes are fun, interactive, begin with the basics and will help you become a computer wiz! To enhance learning, all classes are limited to 10 students; so register early.

Classes will be held in the Library Multipurpose Room.

Fee(s): .....\$42.00/course resident  
\$55.00/course nonresident

### **Daytime Classes**

#### **Basic Word Processing Using Microsoft Word 1 and 2**

Prerequisite: Basic Computers Parts 1 & 2 or equivalent knowledge

These classes will provide hands-on experience while you learn the basics of Microsoft Word. You will learn how to create new documents, edit your work, change font sizes, shapes, alignment, and more. MS Word will allow you to create letters, record important information, and write stories with greater ease than ever before. Students will also learn to save and retrieve documents effectively. These classes will provide you with time for review and practice.

Dates:.....Thursdays, May 15 & 22

Time:.....1:30 p.m. – 3:30 p.m.

#### **Basic Word Processing Using Microsoft Word 3 and 4**

Prerequisite: Microsoft Word Parts 1 & 2 or equivalent knowledge

These classes will provide hands-on experience while you review the basics of Microsoft Word. You will learn how to create documents, signs, and letters that people will swear were done by a professional. We will have fun inserting pictures, borders, and so much more. This class will also cover creating bulleted and numbered lists and customizing your work to fit your specific needs. Watch out Hemingway, Microsoft Word experts are on their way!

Dates:.....Thursdays, May 29 & June 5

Time:.....1:30 p.m. – 3:30 p.m.

#### **Microsoft Excel (Making Financials Easier) 1 and 2**

Prerequisite: Basic Computers Parts 1 & 2 or equivalent knowledge

Whether it's balancing your checkbook, putting together the family budget, or generating charts for work, Microsoft Excel is the program for you. Improve the way you turn your data into information using powerful tools to analyze, communicate, and share your results. Microsoft Excel is a spreadsheet program that will enable students to track and manage data, addresses, financials, and more. Students will learn how to use Excel to create simple spreadsheets, perform detailed calculations, sort data, and even create colorful charts and graphs.

Dates:.....Thursdays, June 19 & 26

Time:.....1:30 p.m. – 3:30 p.m.

#### **Basic Digital Cameras 1 and 2**

Prerequisite: Basic Computers Parts 1 & 2 or equivalent knowledge

Get ready to say Cheese! Don't worry if you do not have a digital camera. This basic digital camera class will teach you what you need to know before you buy a camera as well as how to use it after you purchase one. You will learn how to take pictures, transfer pictures to your computer, edit your photographs, and send photos to your friends and relatives and more! (Digital cameras provided in class)

Dates:.....Thursdays, July 3 & 10

Time:.....1:30 p.m. – 3:30 p.m.

#### **Microsoft Publisher 1 and 2 (Brochures, Flyers, and Cards, Oh MY!)**

Prerequisite: Basic Computers Parts 1 & 2 or equivalent knowledge

Create colorful brochures, personalized greeting cards, exotic postcards, and dynamic newsletters with ease. Microsoft Publisher can save you time and help you design professional looking publications for organizations, schools, clubs, and personal use. Students will enjoy working with word art, pictures, templates and more as they bring their documents to life!

Dates:.....Thursdays, July 17 & 24

Time:.....1:30 p.m. – 3:30 p.m.

#### **Basic Digital Scrapbooking**

Prerequisite: Basic Computers Parts 1 & 2 and some digital photography

Bring your scrapbooking into the digital age as you create backgrounds; add frames, clipart stickers, text, and word art. You can even animate and add sounds to give life to your show. Pages created in Microsoft PowerPoint.

Dates:.....Thursdays, July 31 and August 7

Time:.....1:30 p.m. – 3:30 p.m.

### **Evening Classes**

#### **Basic Computers 1 and 2 Vista**

No previous computer knowledge is required.

Basic Computers will provide hands-on experience using Microsoft Vista software. The first class will explain how to turn a computer on and off, the basic functions of the mouse and keyboard, how to use Windows, search menus, and more. The second class will provide time for review and progress to understanding scroll bars, using drop-down menus and other ways to interact with your computer.

Dates:.....Wednesdays, June 25 and July 2

Time:.....6:30 p.m. – 8:30 p.m.

#### **Basic Computers 3 and 4 Vista**

Prerequisite: Basic Computers Vista Part 1 & 2 or equivalent knowledge

If you enjoyed Basic Computers 1 and 2, you'll love this class! Basic Computers Parts 3 and 4 apply and review the skills learned in parts 1 and 2. This class offers hands-on experience practicing the fundamentals while taking your knowledge to the next level. You will learn how to easily save information, find it, and create shortcuts on your computer. You will also learn how to install new programs and customize your computer to fit your specific needs. After this class, working with your computer will never be easier or more fun!

Dates:.....Wednesdays, July 9 & 16

Time:.....6:30 p.m. – 8:30 p.m.

**Coming in the fall - Basic 1 & 2 and much more!  
Classes will start September 18.**

