

## You Can Do Windows

---



Discover the anatomy of a window, using multiple windows, making the taskbar work, shortcuts, toolbars, and special keys. Learn the use of Windows Explorer. You should know how to open and save files and use menus. This is a hands-on lab and it should be the first PC class you take. This class is taught using Windows XP, which is applicable to other versions of Windows.

## Windows for Laptops

---



This class is similar to *You Can Do Windows* but taught using YOUR laptop. Other topics will include using wireless networks from a laptop. Attendees must bring and use their own PC, power cord, and it MUST be running Windows 7. To determine your version, click Start -> Computer -> Help -> About Windows.

***Please be on time. Due to popularity and limited space, registration guarantees seating until the program start time only.***

## Digital Photography (2 part workshop)

---



Learn all about your digital camera. Begin with the basics of camera operations, taking and emailing pictures, and the features and controls available. Part 2 covers composition and sharing photos. Improve your photo skills with better composition, using the "rule of thirds", point of view, and artistic considerations. Explore shooting portraits, landscapes, and travel photos. Bring your working camera, batteries, and instruction manual to class. We will coach you and ask you to participate in a photo assignment. The classes take place on two consecutive weeks.

## Intermediate Photography

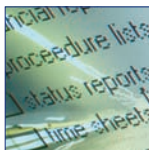
---



Discover how you can move beyond "point and shoot." Focus-recompose is a powerful technique you can use. Portraits and action shots are commonly misunderstood and we will work to improve them. Bring your working camera, batteries and instruction manual to class. You should be familiar with your camera as that instruction is not part of this class.

## Excel 2007

---



Learn why and how to create a spreadsheet. Gain an understanding of the anatomy of the screen, ribbons, groups, and tabs. Basic arithmetic operations, sorting, and formatting will be covered.

Find out about cells, entering and editing data, workbooks, fill handles, and what formulas can do. Assignments include the creation of a home budget. You should have significant PC experience and be skilled in using files, toolbars, and menus. Previous knowledge of Excel is not required.

## Intermediate Excel 2007

---



For users of Excel who already know the basics and desire the ability to use more sophisticated capabilities. Build on the basics, adding the use of formulas, functions, and the creation of charts. This class is oriented toward solving business problems.

## Word 2007 From the Ground Up (2 part class)

---



Learn the anatomy of the Word screen. Find out about formatting, changing fonts, and text-movement using cut, copy, and paste.

You should have significant PC experience and be skilled in using files, toolbars, and menus. Part 2 covers how to do Word tasks faster and easier. Learn about drag-and-drop, find and replace, numbering, bullets, using special characters in a document, and the Help System. The skills and techniques are cumulative. Assignments include creating a newsletter. The classes take place on two consecutive weeks.

## Intermediate Word

---

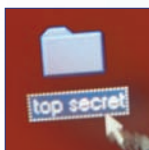


Explore the use of two windows; learn to create and use tables; and make autocorrect your personal dictionary. We will present a series of tools and shortcuts to speed up your work and techniques to dress up your finished document. Assignments include creating a

simple document with lots of unusual features. You should have completed *Word 2007 From the Ground Up* or equivalent, prior to attending this class.

## PC Protection

---



Learn about viruses, spam, passwords, phishing, and ways to protect your computer and your personal information. Discover programs to check for problems and prevent viruses. We will spend some time discussing security and backup of information.

This class is non-technical and includes lots of software and internet references.

# Class Dates and Times

**Windows for Laptops**    **1:45 pm**    11/16/2011, 1/25/2012, 3/7/2012

**You Can Do Windows**    **9:45 am**    11/9/2011, 1/10/2012, 2/28/2012

**Excel 2007**    **9:45 am**    11/15/2011, 1/11/2012,  
2/21/2012, 3/28/2012

**Excel 2007  
Intermediate**    **9:45 am**    1/31/2012, 4/3/2012

**\*Word 2007  
Part One**    **9:45 am**    11/29/2011, 1/17/2012,  
2/7/2012, 3/6/2012

**\*Word 2007  
Part Two**    **9:45 am**    12/6/2011, 1/24/2012,  
2/14/2012, 3/13/2012

**Intermediate Word**    **9:45 am**    2/1/2012, 3/20/2012

**\*Digital Photography**    **9:45 am**    1/12/2012  
**1:45 pm**    2/15/2012, 3/14/2012

**\*Digital Photography  
Part Two**    **9:45 am**    1/19/2012  
**1:45 pm**    2/22/2012, 3/21/2012

**Intermediate  
Photography**    **9:45 am**    2/29/2012, 3/27/2012

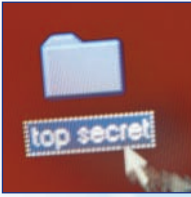
**PC Protection**    **1:45 pm**    2/8/2012, 4/4/2012

*\* PLEASE NOTE: Registration is for both sessions.*

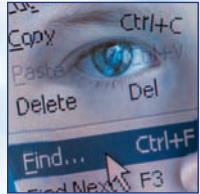
Registration begins one month before classes start.  
Go to **<http://www.leegov.com/library>** to register for  
classes, click programs and events, then PC classes.  
If assistance is needed, call 479-4636.

*Please be on time. Due to popularity and limited space, registration  
guarantees seating until the program start time only.*

Classes Begin October 2011!



# 2011-2012 Computer Seminars



Join us at any of these seminars to be held  
at South County Regional Library  
21100 Three Oaks Parkway, Estero