

Intermediate Computer Class Topics

September 14 – Tour of Your Laptop

Take a tour around your laptop. Learn how to find documents, pictures, speakers, hook up to wi-fi open programs and get onto the internet.

September 21 – Email

Learn how to read and send an email. We will also learn how to attach a picture or document to your email.

September 28 –Email - Download Pictures/Documents

Learn to download pictures or documents from an email to your computer.

October 5 – Email - Contacts

We will learn how to manually create, edit and delete contacts in your email.

October 12 -- Pictures & Editing

Learn to download your pictures from your digital camera to your laptop (bring your digital camera and cords to attach to computer). We will learn to get rid of red-eye, crop pictures, straighten pictures and fix background lighting.

October 19 – Labels

Learn how to create labels using Word or OpenOffice. Great shortcut for Christmas cards. Bring your Christmas card address list!

October 26 – Create Slide Presentation

Learn how to create la slideshow presentation using Impress Presentation in OpenOffice or Microsoft Powerpoint.

November 2 – Instagram

Learn about and how to use this social media program.

November 9 – E-Cards

Learn how to send cards via the internet with 123Greetings.com

November 16 – NO CLASS CRAFT & BAKE SALE SET-UP

November 23 – iTunes

Learn how to search and purchase music from iTunes Store

November 30 – DAVID TILSON SENIORS' EXPO 10:00 TO NOON