



## Computer Seniors of America

# Student Coaching



### **Intro to Personal Computers**

This course is for the beginner computer user who has no or very little experience but who wants to learn computer basics. It includes hands-on computer operation using the keyboard and mouse.

### **Intro to Microsoft Windows**

Learn the Windows operating system concepts and features, including the desktop, online help, My Computer, Windows Explorer and accessories.

### **PC Maintenance and Security**

Learn how to clean up your computer to keep it running faster and more efficiently. Help keep it safe from viruses and running smoothly.

### **Other Classes:**

- Buying and Selling on eBay
- Understanding Microsoft Publisher

### **Intro to the Internet and eMail**

Learn how to use Microsoft's Internet Explorer to surf the World Wide Web and how to use e-mail to contact and communicate with your family and friends.

### **Advanced eMail**

Learn advanced features of your internet browser, including how to use address books and spell check. You will also learn how to attach files, embed graphics, and ship art and photographs to others.

### **Windows 8 "Chatter"**

In this 90 minute "chatter" you'll discover many of Windows' latest features. Learn how to put what matters most right on your START screen and get instant access to your favorite people, applications, websites and more.

- **For fees, schedules, locations and additional information on private tutoring / one-on-one assistance, contact **410-336-5878** or visit [www.computerseniors.org](http://www.computerseniors.org)**

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### **Basic Word Processing**

Learn how to create, edit and format different types of documents, such as letters, flyers and lists, and then save them for easy retrieval and modification in the future.

### **Basic Digital Photography**

Learn how images are stored in the camera and the relationship between the camera's resolution / memory requirements and resulting picture quality. The course will also cover how images are moved from the camera to a personal computer, how to view and store the images and how to print photos. You will also have the opportunity to use Google Picasa, a free image editing software available on the internet.

### **Sharing Digital Photographs**

Learn how to share your photos by uploading them to the web. Create slide shows of your photos to impress family members – and put copies of your photos on a CD or a flash drive for portability or backup.

### **Understanding iPhone / iPad and Apps**

Learn how to use the iPhone/iPad's buttons and change certain settings, use the installed apps that are important to seniors and understand those that can help with everyday tasks. Become familiar with the built-in Apps, especially Mail, Safari, Maps the Camera....and much more.

### **Personal Photo Album**

Do you have hundreds or even thousands of pictures lying around your home? Do you worry that you are the only one in your family who knows the names of those pictured or the story behind the picture? Have you often told yourself you need to start organizing all those pictures you have, but don't know where to begin? This class will help you get started!

### **Skype**

Skype, a peer-to-peer software application that allows people to make free phone calls to other Skype users over the Internet, has become an easy and inexpensive way for people all over the world to stay in touch. This two hour course introduces the student to sending text messages, voice and video to others using Skype.