

Computer Maintenance

\$35.00 (M)/\$40.00 (NM) + \$3.00 material fee

Your computer needs maintenance to help it perform better and last longer. Learn how to download the updates you need for your Anti-virus Program, Windows and your Office Programs. Also learn how to: delete "Cookies," free up space on the hard drive and learn how and why it is important to run Disk Defragmenter and Scan Disk.

Tues. Evenings 6:00 pm—9:00 pm Apr. 14, 21
Mon./Tues. 9:15 am—12:15 pm Aug. 24, 25

Private Tutoring

\$35/hour (M) - \$45/hour (NM)

Get personalized instruction on exactly what you need. Do you have a laptop/notebook computer? You can bring it in for your tutoring or use our computers!

Week-Long Technology Summer Camps for Girls (ages 11-14)

TechGYRLS ROBOTIC CAMPS are available for girls ages 11-14 at the YWCA.

A classroom kit designed by LEGO, using the Mindstorm Technology teaches students to build, program and activate working robots. Session ends with a "Robo Expo" for girls to demonstrate working robots to family and friends. Robolab II is a continuation of Robolab I where they build more complex robots and invent their own robotic solutions to real world problems. \$110 (M)/\$130 (NM)

ROBOLAB I June 15-19 10:00 am—3:00 pm

ROBOLAB II June 22-26 10:00 am—3:00 pm

DIGITAL VIDEO CAMP—Students learn how to use modern technology to research and analyze social issues of relevance in their lives, local communities and the world at large. Girls create a video, download it to a computer, edit, add effects, and voice overlay. Session ends with a "Video/PSA Expo" for friends and family.

\$130 (M)/\$150 (NM)

DIGITAL VIDEO CAMP July 13-17 10:00 am—3:00 pm

Just for Seniors

Over 50 Computer Club \$7.50 per meeting

Feel left out when it comes to technology and you feel that your grandchildren know more than you do, then this club is for you! Club meetings are the first Tuesday of every month from 10 am to 11:30 am. Registration is required.

Meeting Dates

Apr. 7, 2009

May 5, 2009

June 2, 2009

July 7, 2009

Aug. 4, 2009

Sept. 1, 2009

Nov. 3, 2009

NO CLASS IN OCT. OR DEC.

Topic

Questions & Answers Session

Go to your mail order pharmacy online to order and view your prescription history.

Learn what your cell phone can do for you.

Antivirus Programs & Firewalls

Questions & Answers Session

How to search for information on the Internet

Questions and Answers Session

BUSINESS COMPUTER TRAINING

The YWCA Technology Center provides customized business trainings for non-profits and for-profits. Computer training for employees grants numerous benefits for the organization. We will help you design a training that will meet your needs and schedule it at a time that is convenient for you.

Trainings can be held in our computer lab or at your site.

Call the YWCA Technology Center for details 724-834-9390

YWCA Technology Center
TECHNOLOGY CENTER

April to August 2009

Computer Class Schedule

**New Computers with
Windows Vista &
Microsoft Office 2007**

424 N Main St

Greensburg PA 15601

Phone: 724-834-9390

Fax: 724-834-9391

Technology@ywcawestmoreland.org

Class size is limited to 8 students

Computer class schedule also available on our website at

WWW.YWCWESTMORELAND.ORG

Gina McGrath

Director of Technology & Instructor

eliminating racism
empowering women
ywca

**WINDOWS VISTA AND MICROSOFT OFFICE 2007 ARE A
WHOLE NEW LOOK!
RELAX IN OUR COMFORTABLE NEW COMPUTER LAB AND
LEARN HOW TO NAVIGATE IN THE NEW INTERFACE!**

Introduction to Computers

\$60.00 (M)/\$70.00 (NM) + \$3.00 material fee

Designed for the beginner. We will make you comfortable with your computer.

You will be introduced on how to use your computer to create a letter, a greeting card and go on the Internet.

Thurs. Mornings	9:15 am—12:15 pm	Apr. 9, 16, 23, 30
Mon. Evenings	6:00 pm—9:00 pm	Apr. 27, May 4, 11, 18
Tues. Afternoons	1:30 pm—4:30 pm	May 5, 12, 19, 26
M-T-W-H	6:00 pm—9:00 pm	June 29, 30, July 1, 2
M-T-W-H	1:30 pm—4:30 pm	July 6, 7, 8, 9
M-T-W-H	6:00 pm—9:00 pm	Aug. 3, 4, 5, 6

Microsoft Word 2007—Beginners

\$60.00 (M)/\$70.00 (NM) + \$5.00

material fee

Word processing for beginners. This is your tablet in the computer. Learn how to create letters, mailing labels, envelopes and much more.

Wed. Evenings	6:00 pm—9:00 pm	Apr. 1, 8, 15, 22
Thurs. Mornings	9:15 am—12:15 pm	May 7, 14, 21, 28
M-T-W-H	6:00 pm—9:00 pm	June 1, 2, 3, 4
Tues./Wed.	1:30 pm—4:30 pm	June 2, 3, 9, 10
M-T-W-H	9:15 am—12:15 pm	July 20, 21, 22, 23
M-T-W-H	6:00 pm—9:00 pm	Aug. 10, 11, 12, 13

Microsoft Word 2007—Intermediate

\$60.00 (M)/\$70.00 (NM) + \$10.00 material fee

Take your word processing skills to the next level and learn how to insert pictures, word art, tables, and headers and footers. Learn how to do a mail merge.

Wed. Evenings	6:00 pm—9:00 pm	May 6, 13, 20, 27
M-T-W-H	6:00 pm—9:00 pm	July 27, 28, 29, 30

Microsoft PowerPoint 2007

\$60.00 (M)/\$70.00 (NM) + \$3.00 material fee

Have fun creating a slide presentation using animation and sounds!

M-T-W-H	9:15 am—12:15 pm	June 29, 30, July 1, 2
M-T-W-H	6:00 pm—9:00 pm	July 13, 14, 15, 16

Microsoft Excel 2007

\$60.00 (M)/\$70.00 (NM) + \$5.00 material fee

Excel is a spreadsheet program used to track and analyze information. You will learn how to sort and filter the information. Also covered will be charts and simple formulas.

Wed. Afternoons	1:30 pm—4:30 pm	Apr. 8, 15, 22, 29
Thurs. Evenings	6:00 pm—9:00 pm	May 7, 14, 21, 28
Thurs./Fri.	9:15 am—12:15 pm	June 4, 5, 11, 12
M-T-W-H	6:00 pm—9:00 pm	June 8, 9, 10, 11
M-T-W-H	1:30 pm—4:30 pm	Aug. 3, 4, 5, 6

Microsoft Publisher 2007

\$60.00 (M)/\$70.00 (NM) + \$3.00 material fee

Publisher enables you to create professional looking publications and marketing materials. You will enjoy creating greeting cards, banners, newsletters, signs, gift certificates, and much more!

M-T-W-H	6:00 pm—9:00 pm	Aug. 17, 18, 19, 20
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Windows Vista

\$60 (M)/\$70 (NM) + \$10.00 material fee

Learn what Windows Vista is all about. You will learn how to: change your desktop, and screensaver, how to create, rename and delete files, how to organize your files in folders and back-up your files. Also how to write to a CD (CD Burning). Maintenance utilities will also be covered.

Fri. Mornings	9:15 am—12:15 pm	Apr. 3, 17, 24, May 1
M-T-W-H	6:00 pm—9:00 pm	July 6, 7, 8, 9
M-T-W-H	9:15 am—12:15 pm	Aug. 10, 11, 12, 13

Internet and Email

\$60.00 (M)/\$70.00 (NM) + \$5.00 material fee

Learn how to choose an Internet provider and “surf” the Web. Also learn about cookies, plug-ins, search engines, downloading, how to stay safe on the Internet, email and email attachments.

Wed. Mornings	9:15 am—12:15 pm	May 6, 13, 20, 27
M-T-W-H	9:15 am—12:15 pm	Aug. 17, 18, 19, 20

Digital Cameras—Level 1

\$30.00 (M)/\$35.00 (NM) + \$3.00

material fee

Learn what to look for when you buy a digital camera.

Fri. Morning	9:15 am—12:15 pm	May 8
Fri. Morning	9:15 am—12:15 pm	Aug. 21

Digital Cameras—Level 2

\$30.00 (M)/\$35.00 (NM) + \$3.00

material fee

Become more comfortable with your camera. Learn how to navigate through the menu & understand some of the settings. *Bring your camera, book, cables, and batteries to class.*

Fri. Morning	9:15 am—12:15 pm	May 15
Fri. Morning	9:15 am—12:15 pm	Aug. 28

Digital Cameras—Level 3

\$30.00 (Ma)/\$35.00 (NM) + \$3.00

material fee

Learn how to: download pictures from your camera to your computer, burn them to a CD, and email them. *Prerequisite for this class is that you know how to take pictures with your camera. Bring your camera, book, cables, blank CD, and batteries to class.*

Fri. Morning	9:15 am—12:15 pm	May 22
Fri. Morning	9:15 am—12:15 pm	Sept. 4

Mail Merge

\$30.00 (M)/\$35.00 (NM) + \$5.00 material fee

You have a list of names and addresses and you want to create envelopes, mailing labels, name tags, a form letter, directory or emails from them. Microsoft Word can do all the work for you! In just three short hours learn how to accomplish this by doing a mail merge.

Tues. Morning	9:15 am—12:15 pm	Apr. 28
Fri. Morning	9:15 am—12:15 pm	May 29
Mon. Evening	6:00 pm—9:00 pm	June 15
Fri. Morning	9:15 am—12:15 pm	July 10
Fri. Morning	9:15 am—12:15 pm	Aug. 7

File Structure

\$35.00 (M)/\$40.00 (NM) + \$5.00 material fee

This class explains the file structure of the computer. What is My Documents? How do you organize your files on the computer? What are files and folders? Learn the answers to these questions and more!

Wed./Thurs.	9:15 am—12:15 pm	Aug. 26, 27
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How To Buy & Sell on eBay

\$35.00 (M)/\$40.00 (NM)

Learn from an eBay expert how to buy and sell on today's popular auction website.

Prerequisite: Know how to use a digital camera and download pictures from it to your computer.

FINANCIAL AID IS AVAILABLE FOR COMPUTER CLASSES.

CALL FOR DETAILS.

724-834-9390