

# YWCA Technology Center

TECHNOLOGICAL CENTER

January ~ May 2012

## Computer Class Schedule

# iPad classes are here



Class size is limited to 8 students  
Computer class schedule also available on our website at  
[WWW.YWCAWESTMORELAND.ORG](http://WWW.YWCAWESTMORELAND.ORG)

424 N Main St  
Greensburg PA 15601  
Phone: 724-834-9390  
Fax: 724-834-9391  
[Technology@ywcawestmoreland.org](mailto:Technology@ywcawestmoreland.org)  
Gina McGrath  
Director of Technology & Instructor

*\*Certificate of completion awarded  
upon 100% class attendance\**



<b>iPad Class</b>		\$50(M)/\$55(NM) + \$20.00 material fee	
Bring your iPad to class and learn “hands-on” about its features and apps.			
Thursday Mornings	9:15 am—12:15 pm		Jan. 26, Feb. 2
Friday Mornings	9:15 am—12:15 pm		Feb. 24, Mar. 2
Thursday Mornings	9:15 am—12:15 pm		Apr. 26, May 3
Monday Mornings	9:15 am—12:15 pm		May 7, 14



**Introduction to Computers** \$65(M)/\$75(NM) + \$10.00 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.

Tuesday Mornings	9:15 am—12:15 pm	Jan. 10, 17, 24, 31
Mon./Tues. Evenings	6:00 pm—9:00 pm	Feb. 6, 7, 13, 14
Monday Mornings	9:15 am—12:15 pm	Mar. 5, 12, 19, 26
Thursday Evenings	6:00 pm—9:00 pm	Apr. 5, 12, 19, 26
Tuesday Mornings	9:15 am—12:15 pm	May 1, 8, 15, 22

**Microsoft Word 2010—Beginners** \$65(M)/\$75(NM) + \$27.00 textbook  
 Word processing for beginners. This is your tablet in the computer. Learn how to create letters, mailing labels, envelopes and use the spelling/grammar check, bullets and numbering.

Wednesday Evenings	6:00 pm—9:00 pm	Jan. 11, 18, 25, Feb. 1
Tuesday Mornings	9:15 am—12:15 pm	Feb. 7, 14, 21, 28
Monday Evenings	6:00 pm—9:00 pm	Mar. 5, 12, 19, 26
Wednesday Mornings	9:15 am—12:15 pm	Apr. 4, 11, 18, 25
Thursday Evenings	6:00 pm—9:00 pm	May 3, 10, 17, 24

**Microsoft Word 2010—Intermediate** \$65(M)/\$75(NM) + 27.00 textbook + \$8 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.

Wednesday Evenings	6:00 pm—9:00 pm	Feb. 8, 15, 22, 29
Tuesday Mornings	9:15 am—12:15 pm	Mar. 6, 13, 20, 27
Tuesday Evenings	6:00 pm—9:00 pm	Apr. 3, 10, 17, 24

*FINANCIAL AID IS AVAILABLE FOR COMPUTER CLASSES.  
 CALL FOR DETAILS - 724-834-9390*

**Microsoft Excel 2010—Beginners** \$65(M)/\$75(NM) + \$27.00 textbook  
 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.

Thursday Evenings	6:00 pm—9:00 pm	Jan. 12, 19, 26, Feb. 2
Wednesday Mornings	9:15 am—12:15 pm	Feb. 8, 15, 22, 29
Tuesday Evenings	6:00 pm—9:00 pm	Mar. 6, 13, 20, 27
Tuesday Mornings	9:15 am—12:15 pm	Apr. 3, 10, 17, 24
Wednesday Evenings	6:00 pm—9:00 pm	May 2, 9, 16, 23

**Microsoft Excel 2010—Intermediate** \$65(M)/\$75(NM) + \$27.00 textbook + \$7 fee  
 Take your Excel skills to the next level. Learn how to: format charts, use the tables tools, how to protect worksheets. Learn how to use an advanced formatting technique called conditional formatting and how to use advanced filters. Also covered are Excel’s data analysis features such as: Goal Seek and Scenarios. These features can assist with decision-making or management tasks. Prerequisite: Excel 2010—Beginners

Wednesday Mornings	9:15 am—12:15 pm	Mar. 7, 14, 21, 28
Friday Mornings	9:15 am—12:15 pm	May 4, 11, 18, 25

**Microsoft PowerPoint 2010**

\$65(M)/\$75(NM) + \$27.00 textbook

Have fun creating a slide presentation using animation and sounds!

Tuesday Evenings	6:00 pm—9:00 pm	Jan. 10, 17, 24, 31
Thursday Mornings	9:15 am—12:15 pm	Mar. 1, 8, 15, 22
Monday Evenings	6:00 pm—9:00 pm	Apr. 2, 9, 16, 23

**Windows 7**

\$65(M)/\$75(NM) + \$20.00 Material Fee

Learn the latest operating system, Windows 7. 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) or DVD. Maintenance utilities will also be covered.

Monday Mornings	9:15 am—12:15 pm	Jan. 23, 30, Feb. 6, 13
Wednesday Evenings	6:00 pm—9:00 pm	Mar. 7, 14, 21, 28
Wednesday Mornings	9:15 am—12:15 pm	May 2, 9, 16, 23

**Microsoft Publisher 2010**

\$65(M)/\$75(NM) + \$27.00 textbook

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!

Wednesday Mornings	9:15 am—12:15 pm	Jan. 11, 18, 25, Feb. 1
Thursday Evenings	6:00 pm—9:00 pm	Mar. 1, 8, 15, 22
Thursday Mornings	9:15 am—12:15 pm	May 10, 17, 24, 31

**MS Outlook 2010**

\$135(M)/\$155(NM) + \$27.00 textbook

Most companies and organizations use Microsoft Outlook for their email, but it can do a whole lot more. It's a program that can help you to get organized. You use the calendar to schedule your appointments and get reminders. Tasks enable you to track projects and their progress. Contacts track client information and email addresses. You also have a place for your notes and a journal.

Monday Mornings	9:15 am—12:15 pm	Apr. 2, 9, 16, 23, 30
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**MS Access 2010**

\$150(M)/\$170(NM) + \$27.00 textbook + \$8.00 fee

Microsoft Access is a database program. It enables you to track clients, employees, membership, events and inventory. You will be able to get the information you need to market your company or organization for growth. You can categorize clients or other objects. In no time at all, you will have those mailing labels and reports ready! This class will cover tables, queries, forms and reports. *Pre-requisite: MS Excel 2010 Beginners*

Friday Mornings	9:15 am—12:15 pm	Jan. 13, 20, 27, Feb. 3, 10
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**Mail Merge using Word 2010**

\$35(M)/\$40(NM) + \$10.00 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.

Monday Morning	9:15 am—12:15 pm	Jan. 9
Tuesday Evening	6:00 pm—9:00 pm	Feb. 28
Monday Morning	9:15 am—12:15 pm	May 21

**Computer Maintenance**

\$40(M)/\$45(NM) + \$10.00 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.

Monday Evenings	6:00 pm—9:00 pm	Jan. 23, 30
Wednesday Evenings	6:00 pm—9:00 pm	Apr. 4, 11

*I didn't know anything about email. I took it to increase my skills. Instructor was the perfect teacher for a beginner and her computer skills are fantastic. I enjoyed her so much. I felt comfortable, happy and ready to learn in the class.*

*- recent student*

## **Beyond Surfing the Internet**

\$40(M)\$45(NM) + \$10 Material Fee

There is so much more you need to know “beyond surfing the internet” to protect yourself while you are online. You need to know how to protect yourself from hackers getting your passwords and protect your confidential information when you submit it online to purchase items. We will also cover how to accomplish more effective search results. Do you know about InPrivate Browsing? What are Cookies and Temporary Internet Files? Take this class to get answers to these questions and become more confident protecting yourself while you are online.

Friday Mornings 9:15 am—12:15 pm Apr. 13, 20

Monday Evenings 6:00 pm—9:00 pm May 7, 14

## **Private Tutoring**

\$40/hour (M)/\$50/hour (NM)

Get individualized instruction on exactly what you need for your personal use. Do you have a laptop or iPad? Bring it in for your tutoring or use our computers. *This instruction is meant for private use; see information below for individualized business computer training.*

### **BUSINESS COMPUTER TRAINING**

The YWCA Technology Center provides customized business trainings for non-profits and for-profit. 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 at 724-834-9390.

### **Just for Seniors**

**(Not a Senior yet? You are also welcome!)**

#### **Keeping up with Technology**

\$25(M)\$30(NM) + \$7.00 material fee

*Facebook, MySpace, Twitter, YouTube, Smartphones, Texting, Windows, Office, iPads, iPods, the Nook, Wi-Fi, 3G, 4G, Flash Drives, Skype, the Cloud, Angry Birds.* Do you feel like everyone knows more about technology than you do and it is too much to sort out and understand? We invite you to take this class where we will sort it all out and even give you a guide to understand all this “techie stuff.” You will receive a Techie Certificate Just for Seniors! Join us.

Monday Morning 9:15 am—12:15 pm Feb. 27

Thursday Morning 9:15 am—12:15 pm Apr. 19

Wednesday Morning 9:15 am—12:15 pm May 30

#### **Comfortable Computing for Seniors**

\$65(M)\$75(NM) + \$15.00 material fee

You are retired and you want to become comfortable using the computer for just what you need to know. This class will help you to understand your computer. You will learn how to use Windows, how to do word processing (typing on the computer) so you can compose your emails or create a letter, how to use the Internet and your email program. You will also be introduced to the programs that come with Windows that are on your computer.

Friday Mornings 9:15 am—12:15 pm Mar. 9, 16, 23, 30

Tuesday Evenings 6:00 pm—9:00 pm May 1, 8, 15, 22

#### **Facebook for Seniors**

\$40(M)\$45(NM) + \$10 material fee

This class is for the person who needs to learn more about using their Facebook account or is curious about Facebook and wants to learn what it is all about. You can set up a Facebook account in class or if you already have one, learn how to set your privacy controls. You can also learn how to upload your pictures to your account.

Thursday Mornings 9:15 am—12:15 pm Apr. 5, 12

### ***FUN FOR SENIORS! - OVER 50 COMPUTER CLUB***

The Over 50 Computer Club meets the first Tuesday afternoon of each month from 2:00—3:30 pm. Join us in a relaxed atmosphere and get answers to your computer questions. Registration is required. Call 724-834-9390. **Club fee: \$8.50/meeting**

**Club Dates: January 3 ~ February 7 ~ March 6 ~ April 3 ~ May 1**