

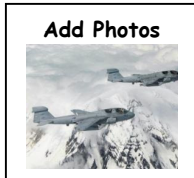
CONTINUING EDUCATION

These Continuing Education Courses will cover a subject in more depth and will be eight sessions. Introduction to Computers is a pre-requisite for the Continuing Education Courses.

Using Microsoft Word

WORD PROCESSING

- Create personalized letters with customized colors and borders
- Create envelopes, labels, letterheads using various fonts and clipart to enhance their look
- Learn paragraph characteristics



Explore the world of Email & Internet

ON-LINE COMMUNICATIONS

Raleigh SeniorNet uses Time-Warner's Road Runner, the browser is Internet Explorer, the email program is Microsoft Mail.

- Find health information,
- Keep in touch with family and friends
- Send attachments.
- Order on-line and check the latest news and weather.
- Look up airline ticket prices or track financial sites.



How Can I Find My File?

FILE MANAGEMENT

- Learn how to create, save and move files and folders on your computer.
- Create a file structure by customizing the My Documents folder
- Create New Folders
- Work with CD,s
- Use the Search Companion



Lots of practice exercises, and this class has fun homework!

Smile & Say Cheese!

DIGITAL PHOTO EDITING

Are you ready to "go digital?" This is for you. Learn your way around the wonders of digital photography. In no time you'll be shooting, editing, printing, organizing, viewing slideshows, sending emails, while using the free Picasa2 program. You can also create and send Gift CD's.



Can I Customize My Desktop?

WINDOWS VISTA

Yes, you can, and modify the Start Menu, Taskbar, Quick Launch Toolbar, and System Tray too.

- Become familiar with WordPad, Notepad and Paint.
- Learn to navigate in Windows Explore to work with files and folders.
- Find out how to use Disk Cleanup, Disc Defragmenter, and System Restore and create shortcuts!



Show Me the Money!

Quicken Money Management

This course will help you to organize your financial records through the use of Quicken Software by Intuit Corp. With your finances organized, you'll be able to make better-informed decisions to manage your day-to-day income and expenses.



Note: File Management or Windows VISTA is recommended before taking On-Line Communications.

Who's All in the Family? FAMILY TREE

Research and document the genealogy of your family using the Family Tree Maker software. Create, print and share in different styles and formats. Find results from searches from census records, immigration records, birth, marriage and death certificates and military records.



Good reasons to attend the Free Workshops for Students Check classroom posters for day & time.

1. To work on typing or mouse skills
2. Missed a class? Bring your lesson to the workshop and someone can help bring you up to date.
3. Practice, practice, practice.

Track and Sort DATABASE

Tracking data on household inventory, collections, tapes, Christmas lists, birthdays, anniversaries, etc., also sorting and producing custom printouts and labels.

	Name	Address	Birthday	Sent
1	Andy Rooney	Somewhere, USA	8/17/2005	7/14/2005
2	Tom Tooley	Anywhere, USA	9/25/2005	
3	Rich Dooley	Somewhere, USA	11/7/2005	
4	Alice Jenkins	Wake County, USA	12/25/2005	
5				
6				
7				

Design and Create SPREADSHEET

Design and create spreadsheets for household budgets, tracking day-to-day expenses, investments, banking, etc. Produce reports and graphs.

	Jan.	Feb	Mar	Apr	May	Jun	Total
1 Mortgage	562.50	562.50	562.50	562.50	562.50	562.50	3375.00
2 Groceries	234.62	345.10	287.80	245.98	153.76	210.91	1492.57
4 Car Pmt.	345.27	345.27	345.27	345.27	345.27	345.27	2071.62
5 Electric	163.00	163.00	163.00	163.00	163.00	163.00	978.00
6 Water	12.00	14.00	12.00	16.00	27.00	56.00	147.00
7 Entertain	12.00	34.00	21.00	26.00	45.00	10.00	148.00
8 Dining Out	67.24	45.80	34.65	23.96	67.94	41.76	301.35