

SPRING SESSION – May 2015



Internet Explorer Basics

Monday, May 4, 2015 - 9:30-11:30 am



Microsoft Word Basics

Tuesday, May 5, 2015 - 9:30-11:30am



Microsoft Excel Basics

Thursday, May 7, 2015 - 9:30-11:30am



Microsoft PowerPoint Basics

Monday, May 11, 2015 - 9:30-11:30am



Picasa Basics

Tuesday, May 12, 2015 - 9:30-11:30am



Adobe Photoshop Elements Basics

Thursday, May 14, 2015 - 9:30-11:30am



iPad Basics

Thursday, May 21, 2015 - 9:30-11:30am



Windows 8 Basics

Monday, May 25, 2015 - 9:30-11:30am



Facebook Basics

Tuesday, May 26, 2015 - 9:30-11:30am



Email Basics - Outlook

Thursday, May 28, 2015 - 9:30-11:30am

Pre-Registration Required

★ Students must complete registration forms prior to commencement of class

★ Pre-registration may be completed any day prior to course by stopping in at Thessalon ALC or by arriving 30 minutes early to course

All courses
pending
sufficient
enrolment.



Internet Explorer Basics

Monday, May 4, 2015 – 9:30-11:30am



Topics Include:

- Using a search engine (i.e. browser bar vs. search bar, back button, etc.)
- Setting up home page and favourites
- Search and navigate different websites (i.e. Google, SooToday, The Weather Network, Canada 411, You Tube, BridgeCam, etc.)
- Learn about graphical interfaces (i.e. Google Maps)

Students should possess these minimum skills and/or materials prior to taking this course:

- No experience related to computers necessary (familiarity with mouse and keyboard an asset)

Microsoft Word Basics

Tuesday, May 5, 2015 – 9:30-11:30am



Topics Include:

- Overview and terminology (i.e. keyboard, mouse, & window basics, ribbons/tabs, opening program)
- Word use options (i.e. Microsoft Office, Outlook, Open Office)
- Basic formatting of text (i.e. font, size, adjustments, bullets, numbering, etc.)
- Inserting tables, textboxes, shapes, pictures, word art, etc.
- Cut and paste information/images
- Templates

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.



Microsoft Excel Basics

Thursday, May 7, 2015 – 9:30-11:30am



Topics Include:

- Overview and terminology
- Excel use options (i.e. Microsoft Office, Outlook, Open Office)
- Creating and formatting spreadsheets (i.e. fonts, fill, column/row adjustments, 'auto' tools, etc.)
- Inserting and formatting formulas, charts & graphs
- Templates

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Basic knowledge of simple mathematical calculations (performed within the program)

Microsoft PowerPoint Basics

Monday, May 11, 2015 – 9:30-11:30am



Topics Include:

- Tips on making effective presentations
- Using built-in templates
- Inserting images, text boxes, WordArt, ClipArt, objects, etc.
- Inserting components from other Microsoft Office programs (i.e. Excel charts and graphs)
- Inserting videos and hyperlinks
- Applying sounds, animations, and page transitions
- Printing handouts for a variety of purposes

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.



Picasa Basics

Tuesday, May 12, 2015 – 9:30-11:30am



Topics Include:

- Downloading Picasa at home for free
- Importing photos
- Basic photo editing (i.e. red eye, cropping, etc.)
- Fine tuning adjustments (i.e. light, colour, etc.)
- Image processing tools (i.e. focal black and white, sepia, saturations, etc.)
- Exporting photos

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Digital camera (tablet or cell phone), including cords, attachments, batteries and/or charger
- Removable storage device and personal photos for hands-on course activities an asset

Adobe Photoshop Elements Basics

Thursday, May 14, 2015 – 9:30-11:30am



Topics Include:

- Purchasing options
- Importing photos
- Basic photo editing (i.e. red eye, cropping, etc.)
- Focal black and white
- Selection focus
- Layering images
- Saving and exporting photos

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Digital camera (tablet or cell phone), including cords, attachments, batteries and/or charger
- Removable storage device and personal photos for hands-on course activities an asset



iPad Basics

Thursday, May 21, 2015 – 9:30-11:30am



Topics Include:

- Set-up and basic controls & gestures (i.e. external buttons, swiping, Siri, etc.)
- Connect to a secure Wi-Fi network
- Using built-in apps (i.e. calendar, clock, camera, contacts, Tips, Face Time, Air Drop, etc.)
- Using the Internet (i.e. tabs, favourites, browser bar, etc.)
- Downloading and using apps (i.e. App Store, using gift card, top apps, music, etc.)

Students should possess these minimum skills and/or materials prior to taking this course:

- No experience related to computers necessary
- Apple iPad tablet, including cords and attachments (i.e. case, wireless keyboard, if desired)

Windows 8 Basics

Monday, May 25, 2015 – 9:30-11:30am



Topics Include:

- Connecting to a secure Wi-Fi network
- Set-up and Start Screen and personalization features (i.e. Windows key, swipe, charms bar, search, etc.)
- Accessing and customizing built-in “Tiles” (i.e. Mail, People, Maps, OneDrive, etc.)
- The App Store (i.e. setting up email and media accounts, downloading “Apps,” etc.)
- Downloading music and media

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Windows 8 laptop or tablet, including power cord



Facebook Basics

Tuesday, May 26, 2015 – 9:30-11:30am



Topics Include:

- Create a Facebook account and practice log in
- Search for, add, remove, and accept “friends”
- Change profile picture, upload images, create photo albums and “pages”
- Update “status” and send individual and group messages
- Comment on, share, and “like” posts
- Review and change privacy settings

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Internet navigation skills – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.

Email Basics – Outlook

Thursday, May 28, 2015 – 9:30-11:30am



Topics Include:

- Creating an Outlook e-mail account
- Sending and receiving messages
- Replying to, forwarding, and adding attachments to e-mails
- Using your address book (i.e. saving and linking contacts, etc.)
- Customizing e-mail (i.e. background, signature, folders, etc.)

Students should possess these minimum skills and/or materials prior to taking this course:

- Basic computing experience (i.e. turning on computer, basic mouse and keyboarding) – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.
- Internet navigation skills – If you do not possess these skills, you may be interested in taking the **Basic Computing** course.

