

Seniors' hands-on Computer Workshops



Morning Workshop Schedule, April 2010

Advanced Registration is required for all workshops - Call 519-432-7087 or 519-433-7950

TIME

Mornings

9:30 am - 11:30 am

LOCATION

Tanys Quesnel Living Learning Centre
101 Cherryhill Blvd, Suite 113
London, Ontario N6H4S4
info@atn.on.ca

Fee	Date	Morning Course	Description
\$5	Tues Apr 6 th	Computer/Technology Terminology	Learn what all (or most) of those hard to understand new tech terms mean.
Free	Thur Apr 8 th	Introduction to Computers	Learn about computers and the basics of how they work and familiarize yourself with some of the components and terminology of computer hardware.
\$5	Tues Apr 13 th	Mouse handling 101	The mouse is your main navigation and input tool when working with personal computers. Learn how to hold, move and manipulate objects with your mouse.
Free	Thur Apr 15 th	Introduction to the Windows Operating Systems	Learn the various parts of Windows – how to move around, where your programs are, how to start and login, and much more.
Free	Tues Apr 20 th	Introduction to the Internet - basic	Find out about the Internet and the various tools used for getting around.
Free	Thur Apr 22 nd	Cut, Copy and Paste	You'll wonder how you got along without them. These are probably the most valuable set of tools you will learn how to use.
\$5	Tues Apr 27 th	Advanced Internet	More about the Internet and how best to make it a useful part of your life
\$5	Thur Apr 29 th	Internet security	Learn how to protect yourself, and use tools that can help your data stay safe while using the internet.

Note: All workshops are offered on a "first come, first served" basis. However, for any fee based workshop, we will now be asking people to pay in advance when they sign up.

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\$5	Tues May 4 th	File and Folder Organizing I – basics	The very foundation of working and/or playing in an electronic “virtual” world is understanding the basic concepts of file creation and management.
Free	Thur May 6 th	Email I - Basics	A general introduction to using Windows Live Hotmail and other free online email services.
Free	Tues May 11 th	File and Folder Organizing II – Advanced	More about files and folders. Moving, copying, sharing, etc.
\$5	Thur May 13 th	Internet Searching Specifics	Learn the tips and tricks of truly effective web searching. Get the results you really want
\$5	Tues May 18 th	Word Processing I – Basics	Introduction to Word Processing using Microsoft Word. Creating documents with impact.
Free	Thur May 20 th	Burning CD's and DVD's – Intro	Learn how to burn files, pictures, mp3's or any other data you want to backup or just copy.
\$5	Tues May 25 rd	Word Processing II – Advanced	More tips and tricks for designing and creating high impact or complex documents.
\$5	Thur May 27 th	Email II - Advanced	Lets you see some of the more advanced mail and contact management functions of your email program.

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Seniors' hands-on Computer Workshops

Morning Workshop Schedule, June 2010



Advanced Registration is required for all workshops - Call 519-432-7087 or 519-433-7950

TIME

Mornings

9:30 am - 11:30 am

LOCATION

Tanys Quesnel Living Learning Centre
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London, Ontario N6H4S4
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Fee	Date	Morning Course	Description
\$5	Tues Jun 1 st	Web Surfing – Fun Sites	The Internet is a great knowledge resource but it's also a good place to just have fun.
\$5	Thur Jun 3 rd	Cell Phones	The ins and outs of using a cell phone; what to look for in a service. We will also explore the new generation of cell phones and what they have to offer
\$5	Tues Jun 8 th	Buying a computer or Laptop.	Do I need a new computer, a used one, a laptop, or something else? We will give you some helpful info on making your decision.
\$5	Thur Jun 10 th	Digital Imaging I –	Introducing Picasa, your one stop photo organizing and storage program. Never lose a picture on your computer again
\$5	Tues Jun 15 th	Burning CD's and DVD's – Introduction	Learn how to burn files, pictures, mp3's or any other data you want to backup or just copy.
\$5	Thur Jun 17 th	Internet Chat	Learn to use the various free Internet Messaging (IM) programs to keep in touch with friends and family no matter where they are in the world
\$5	Tues Jun 22 nd	Excel Basics I– Introduction	Introducing the spreadsheet/ledger program that is one of the key components of Microsoft Office.
\$5	Thur Jun 24 th	Printing from your Computer	Learn the basics of how to set up and use your printer to print your documents and pictures
Free	Tues Jun 29 th	PC Maintenance	Use built-in Windows tools and 3 rd party software to keep your PC running smoothly

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