

50 Plus Computer Learning Center

580 First Bank Drive, Palatine, IL

Computer Instruction for Those 50 and Over

WINTER 2011 COMPUTER CLASS SCHEDULE

REGISTRATION – Registration at PTSCC, 505 S Quentin

Thurs., Jan. 13, 2011 --10am - 1pm

(Last Day to Register – Thurs., Jan. 27)

Classes begin the week of Feb. 7

Class/Workshop Registration information on pages 2 & 3

Classes designed to develop the skills of adults (50+) in an understandable, enjoyable and friendly way!

For More Info, Call 847-991-1112 or visit

www.50pluscomputers.org

Four-Week Classes

#CBS-11– Computer Basics (description on page 5)

#CBS-12 – Introduction to Computers (description on page 5)

New Workshops

#UAP-23 –Windows Live Movie Maker(description on page 9)

#UAP-35 – Genealogy (description on page 8)

#UAP-36 – Using a Smartphone – (description at page 8)

Additional Information on all courses available at <http://50pluscomputers.org/courses/planned>

NEW COURSE NUMBERING CODES

CBS–Computer Basics

INT-Internet/Email

MOF–Microsoft Office

WIN–Microsoft Windows

UAP–Useful Applications

50 Plus Computer Learning Center – Registration Form – Session 1/ Winter 2011

Name		Date	Last 4 digits of SSN (for record-keeping purposes) XXX-XX- ____-____
Street, City, Zip		Zip	
Phone	Email	Birth Date	
PTSCC Member (local) <input type="checkbox"/> Yes <input type="checkbox"/> No			

Additional Information on all courses available at <http://50pluscomputers.org/courses/planned>

Classes (For classes, member fees apply to those who are currently active members of PTSCC)

#	Day	Time	Class	Fees			Total
				Member	NonMbr	Mat'ls	
CBS-11	Fri	10:00am	Computer Basics (4 weeks, starts Feb 11)	\$30	\$35	\$20	_____
CBS-12	Fri	10:00am	Introduction to Computers (4 weeks, starts Mar. 11)	\$30	\$35	\$20	_____
MOF-05	Tue	3:30pm	Spreadsheets with Excel 2007 (4 weeks, starts Mar. 8)	\$30	\$35	\$20	_____
MOF-07	Wed	1:00pm	Word 2007 Part 1 (4 weeks, starts Feb. 9)	\$30	\$35	\$20 *	_____
WIN-11	Thu	1:00pm	Windows 7-An Introduction (4 weeks, starts Feb. 10)	\$30	\$35	\$20	_____
WIN-12	Thu	1:00pm	Windows 7-Programs & Features (4 weeks, starts Mar. 10)	\$30	\$35	\$20 **	_____
	Thu	3pm	OPEN LAB with 50+CLC Instructors	FREE	FREE	FREE	FREE

* The same book will be used for both Spreadsheets and Word 2007, so Mat'ls fee will apply only once if you take both

** The same book will be used for both Windows 7 classes, so Mat'ls fee will apply only once if you take both

Workshops (For workshops, member fees apply to those who are currently active members of PTSCC)

#	Day	Date(s)	Time	Workshop	Fees			Total
					Member	NonMbr	Mat'ls	
UAP-27	Tue	Feb 15	3:30pm	FreePhone/Video Calls with Skype	\$15	\$20		_____
MOF-16	Tue	Feb 22 & Mar 1	3:30pm	PowerPoint	\$20	\$25		_____
CBS-02	Wed	Feb 9	10 am	Power of the Right Click	\$15	\$20		_____
UAP-35	Wed	Feb 16 & 23	10 am	Genealogy	\$20	\$25		_____
CBS-10	Wed	Mar 9	10 am	Laptops	\$15	\$20		_____
UAP-36	Thu	Feb 10	10:00a	Using a Smartphone	\$15	\$20		_____
WIN-03	Thu	Feb 17	10 am	File Management	\$15	\$20		_____
UAP-20	Thu	Mar 3	10 am	Using Facebook, Twitter, & Other Social Networking	\$15	\$20		_____
UAP-14	Thu	Mar 10	10 am	Flash Drives	\$15	\$20	\$10	_____
UAP-23	Thu	Mar 24 & 31	10 am	Windows Live Movie Maker	\$20	\$25		_____

TOTAL ALL CLASSES AND WORKSHOPS

We hope that you will consider making a contribution to PTSCC. Your generosity will enable 50+ Computer Learning Center to continue its outreach to older adults of all economic levels. Included is my tax-deductible contribution of:

_____ \$30 _____ \$50 _____ \$100 _____ \$250 Other \$ _____

Information and Fees – Winter 2011 Session

What is the Palatine 50 Plus Computer Learning Center?

We are a group of volunteers aged 50 and over offering computer classes specially designed for seniors. This program, offered by the Palatine Township Senior Citizens Council. Each student has their own computer. Each class is taught by a trained instructor, and coaches in each class provide individual attention and support. Course materials are prepared with seniors in mind, including clear step-by-step instructions, repetitive reinforcement and a slow, even pace. This makes the 50 Plus learning experience ideally suited to seniors learning to use the computer.

Registration

- You may register for the winter session in one of two ways
 - **MAIL-IN:** If you have taken classes with us before, complete the registration form on the preceding page and mail it to the Palatine Township Senior Citizens Council no later than Tues., Jan. 4, along with your check for the total amount of the fees.
 - **IN PERSON:** Bring your registration booklet with you to in-person registration at the Palatine Senior Center on **Thursday, Jan. 13 between 10am and 1pm.**
- To complete the registration form, please:
 - Fill out your name and address at the top of the form
 - **Circle the course number, fees and materials charges** for any class or workshop for which you wish to register, and write the total for that class or workshop in the Total Column
 - If you have a current membership at the Palatine Township Senior Center, you pay the member fees (a \$5 discount per class or workshop for which you register)
 - Add the total amount for each class and workshop, and write the Total of All Classes and Workshops in the space provided
 - The check for classes and workshops should be made payable to PTSCC (Palatine Township Senior Citizens Council)



Other Information

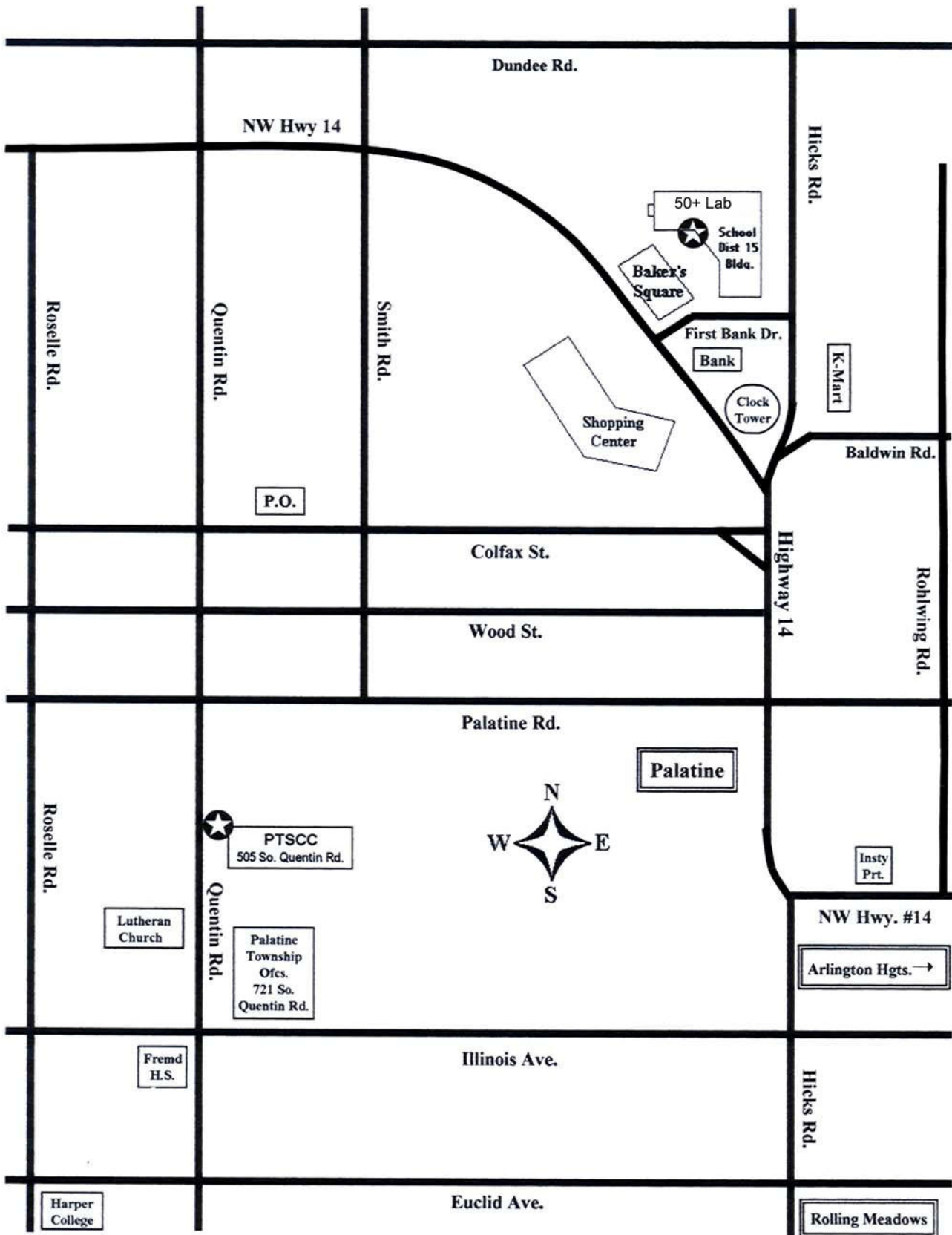
FOR INFO CALL (847) 991-1112

Classes Begin: Monday, Feb. 7, 2011

Classes End: Friday, Apr. 1, 2011

Payment may be made by credit card only if registering in Person

**Classes Held at the 50 Plus Computer Center
In the School District 15 Administrative Offices**



580 N First Bank Drive
 Palatine, IL 60067

Class Descriptions

CBS-11 Computer Basics

<p>Who should take this? This course is aimed at the older adult who just got their first computer, or doesn't even have a computer yet</p>	<p>What will you learn? By the end of the course students should be:</p> <ul style="list-style-type: none"> • At ease with their computer and mouse – • Able to write and edit basic word documents and emails <p>Have the basic computer skills to go onto Introduction to Computers</p> <p style="text-align: center;">New 4-week format</p> <p>Who teaches it? Fred Masek</p> <p>When is it? Friday 10:00am-12:00pm Feb. 11- Mar 4</p>
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#CBS-12 Introduction to Computers

<p>Older adults who have experience using the mouse and the keyboard; this is the course in which most new students who have used a computer start</p>	<p>You will be introduced to the “language” of computer users - learn hardware, software, and other PC terminology and gain proficiency in the procedures for safe computing. This vital overview of Microsoft Windows Vista and Microsoft Works Suite 2003 will introduce you to word processing, spreadsheets, database, and online communications.</p> <p style="text-align: center;">PREREQUISITE: COMPUTER BASICS OR THE EQUIVALENT</p> <p style="text-align: center;">ALL STUDENTS <u>MUST</u> REGISTER IN PERSON FOR THIS CLASS</p> <p>Who teaches it? Fred Masek</p> <p>When is it? Friday 10:00am – 12:00 pm Mar. 11- Apr. 1</p>
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#MOF-05 Spreadsheets with Excel 2007

<p>Anyone who wants to track your net worth or anything else on a day-to-day basis using a spread sheet program. You would be amazed at what a spreadsheet program can do and how easy it is to use.</p>	<p>You will learn to enter number values and create formulas that automatically adjust the calculation when you change any of the numbers.</p> <p>It will allow you to keep track of and to do what-if scenarios to aid in investment choices.</p> <p>On the lighter side, you can keep track of the scores of your bridge club or golf group. You can do seating charts for your church choir, keep attendance for your garden club, etc., anything that requires lists and numbers can be easily handled.</p> <p>YOU SHOULD BE FAMILIAR MICROSOFT WORD AND HAVE BASIC KEYBOARD AND MOUSE SKILLS.</p> <p style="text-align: center;">Now 4-week format using 2007</p> <p>Who teaches it? Bernie Martin</p> <p>When is it? Tuesday 3:30 – 5:30 pm Mar. 8-29</p>
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Open Lab – Every Thursday from 3pm to 5pm while classes are in session

<p>Any who needs to get questions answered, practice a lesson or catch up if you missed a class.</p>	<p>There is an Open Lab Session every Thursday 3:00 to 5:00 for anyone enrolled in a class or workshop. Come in and get questions answered, practice a lesson, or catch up if you missed a regular class. There are two instructors to help you.</p> <p>Who teaches it? Don Van Cleave Dick Crouse</p>
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Class Descriptions

#MOF-07 Word 2007—Part 1

<p><u>Who should take this?</u> Anyone who wants to enhance their written communication skills on the computer from sending e-mails to your friends to more creative projects, there's something you can learn in a word processing class.</p>	<p><u>What will you learn?</u> Students will learn many things to do with the written word, such as:</p> <ul style="list-style-type: none"> • how to add, move through, and edit text, move words from one part of your document to another, import graphics into documents, • work on two or more documents simultaneously, • change the size or appearance of text, change margins and tab settings, • automatically center, right align, justify, and indent text, • run the grammar and spelling checker; use the thesaurus, • save, retrieve, copy, organize, and print your documents. <p>IT IS IMPORTANT THAT STUDENTS HAVE BASIC COMPUTER SKILLS BEFORE TAKING THIS CLASS (INTRO CLASS OR EQUIVALENT).</p>	<p><u>Who teaches it?</u> Peg Sichak</p> <p><u>When is it?</u> Wednesday 1:00-3:00 pm Feb. 9- Mar.2</p>
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WIN-11 Windows 7-An Introduction

<p>Anyone who is interested in or is curious about the basics of Windows functions and all the exciting new features of Windows 7. Users of Windows XP or Windows Vista may also benefit from this course, knowing that it will be different.</p>	<p>In this class you will learn how to customize your Windows 7 system to your preferences – change backgrounds and screen savers, add gadgets, pin programs to the taskbar and start menu, establish User Accounts, use the new search capabilities, and several other fun and interesting features in Windows 7. We also explore the Control Panel and learn about your hardware devices – size, speed, capacity, etc.</p> <p>PREREQUISITE: INTRODUCTORY EXPERIENCE WITH WINDOWS-BASED PROGRAMS (SUCH AS WORD, WORKS, EMAIL, GAMES, ETC.)</p>	<p><u>Who teaches it?</u> Mel Quinn</p> <p><u>When is it?</u> Thursday 1:00pm – 3:00 pm Feb. 10- Mar. 3</p>
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WIN-12 Windows 7-Programs & Features

<p>Anyone who is interested in or is curious about more of Windows functions and the new features of Windows 7.</p>	<p>You will learn about interesting programs and handy features that come with Windows 7 such as Snipping Tool, Sticky Notes, Windows Media Player, etc. We will use photos, music CDs and DVDs in class and learn how to create a data disc (CD) and a DVD. You will use Windows Explorer and work with Libraries – a new feature in Windows 7. We also learn how to use system maintenance tools to keep your Windows 7 system running well.</p> <p>PREREQUISITE: INTRODUCTORY EXPERIENCE WITH WINDOWS-BASED PROGRAMS (SUCH AS WORD, WORKS, EMAIL, GAMES, ETC.)</p>	<p><u>Who teaches it?</u> Mel Quinn</p> <p><u>When is it?</u> Thursday 1:00pm – 3:00 pm Mar. 10-31</p>
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Workshop Descriptions

#UAP-27 FreePhone/Video Calls with Skype

<p><u>Who should take this?</u> Anyone wanting to use their computer to make free audio or video phone calls to others using their computer. This workshop will introduce you to this great free program.</p>	<p><u>What will you learn?</u> Skype is a downloadable program that allows anyone with high speed internet access to use their computer as a phone. Those who take this class will learn:</p> <ul style="list-style-type: none"> • How to find, download and install Skype on their computer • How to set up your Skype account • How to call and get calls from someone else who has Skype • How to call and get calls from someone else who doesn't have Skype • How to use Skype to make video calls <p>It's so easy, we can all do it. And it's fun.</p> <p>PREREQUISITE—YOU NEED A CABLE OR DSL INTERNET CONNECTION TO BE ABLE TO USE SKYPE</p>	<p><u>Who teaches it?</u> Mike Thompson</p> <p><u>When is it?</u> Tuesday 3:30-5:30 pm Feb. 15</p>
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#MOF-16 PowerPoint

<p>Anyone who has a need to mix pictures, graphics and text in one document and wants to learn to use PowerPoint or other presentation programs to do it.</p>	<p>In this two session workshop, we will show you the basics of creating a presentation in PowerPoint. This workshop will include:</p> <ul style="list-style-type: none"> • Explain the many ways in which PowerPoint can be helpful • Creating, saving and opening a PowerPoint file • Using the many templates that come with PowerPoint • Adding text to your PowerPoint document • Printing and editing your PowerPoint document • Creating and printing your first presentation • Adding pictures and graphics to your PowerPoint document <p>Come join the easy-to-use world of creating presentations</p> <p>PREREQUISITE: Intro to Computers and Microsoft Word or equivalent</p>	<p><u>Who teaches it?</u> Mike Thompson</p> <p><u>When is it?</u> Tuesday 3:30-5:30 pm Feb.22- Mar. 1</p>
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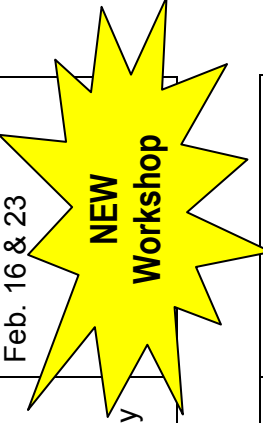
#CBS-02— Power of the Right Click

<p>Anyone who uses a mouse and isn't quite sure of all the great things you can do with your right mouse button.</p>	<p>This workshop will teach you:</p> <ul style="list-style-type: none"> • when to use right-click and left-click; • you'll learn about context menus, and all that they entail; • you'll learn how to arrange things on the desktop and properties; • you'll right-click on the taskbar and add new folders/files; • creating shortcuts on the desktop, and drag and drop. <p>(ALL STUDENTS MUST BE PROFICIENT WITH THE MOUSE.)</p>	<p><u>Who teaches it?</u> Mike Thompson</p> <p><u>When is it?</u> Wednesday., 10:00am-12:00pm Feb. 9</p>
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Workshop Descriptions

#UAP-35— Genealogy

<p><u>Who should take this?</u> If you have an interest in family history and want to use free web-based tools to assist you in your research</p>	<p><u>What will you learn?</u> This two-session workshop will use the free standard edition of Legacy Family Tree that you can download from the internet. The class will include:</p> <ul style="list-style-type: none"> • Downloading and installing the most current version of Legacy Family Tree • Getting started entering data into the program • How and when to use the different views: Family, Pedigree, Chronology, Index • Preparing and printing reports • Tips, tricks, troubleshooting and getting help <p>We will have sample data to use in the class, but if you would like to bring your own family data, we will be happy to help you organize and enter it.</p>	<p><u>Who teaches it?</u> Mike Thompson <u>When is it?</u> Wednesday 10:00am - 12:00pm Feb. 16 & 23</p>
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#CBS-10—Laptops

<p>Anyone who has recently purchased or is planning to purchase a laptop and wants to learn its unique features and benefits.</p>	<p>You will learn about:</p> <ul style="list-style-type: none"> • Difference between desktops and laptops and different types of laptops • Keyboards, mice and other input devices and accessories • Powering up and down and battery issues, tips and tricks • Wireless internet connections <p>BRING YOUR LAPTOP TO CLASS IF YOU HAVE ONE.</p>	<p><u>Who teaches it?</u> Mike Thompson <u>When is it?</u> Wednesday 10:00am-12:00pm Mar. 9</p>
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#UAP-36— Using a Smartphone

<p>Anyone who has or just got a smartphone (iPhone, Blackberry, Android phone, Windows Mobile or Palm) and wants to know what you can do with it and how to do it.</p>	<p>Many of us are getting smartphones but are baffled by all the different things that you can do with them. This class will introduce the common features across smartphone brands, and demonstrate some of the most common settings, including:</p> <ul style="list-style-type: none"> • Syncing your phone and your computer • Using the phone to send and receive email • Using the phone to search the internet • Using the phone to play music • Downloading and installing “apps” <p>If you have a smartphone, you are invited to bring it to class; we will not be able to sync your phones with the computers in the lab, but if you have a laptop, you’re more than welcome to bring that also.</p>	<p><u>Who teaches it?</u> Mike Thompson <u>When is it?</u> Thursday 10:00am –12:00pm Feb. 10</p>
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Workshop Descriptions

#WIN-03— File Management

<p><u>Who should take this?</u> Anyone who wants to organize their files so that they may be able to find them when they want them; if you have ever asked that all important question. "What did I do with that file? I know that I saved it!" then this workshop is for you.</p>	<p><u>What will you learn?</u> In the class you will learn various processes that occur when you save a file.</p> <ul style="list-style-type: none"> • Learning the difference between files and folders • Giving a file or folder a name that is familiar to you. • How to find files and folders using search • How to consolidate files into folders • Processes for naming folders and using various ways to name folders <p>The class is a hands-on training and will permit you to work with examples. You will receive a handout showing what we have discussed in class.</p> <p style="text-align: center;">PREREQUISITE-- BASIC SKILL USING THE KEYBOARD AND MOUSE</p>	<p><u>Who teaches it?</u> Mike Thompson</p> <p><u>When is it?</u> Thursday 10:00am to 12:00pm Feb. 17</p>
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#UAP-20—Using Facebook, Twitter, & Other Social Networking

<p>Anyone who wants to learn about the web-based social networking sites that millions are using.</p>	<p>We will explain social networking, the differences between Facebook, Twitter and LinkedIn, and we will show you how to create and use a Facebook account:</p> <ul style="list-style-type: none"> • Finding the websites and creating your accounts • Adding friends and contacts • What to look out for and what to be careful about. <p>This is a great way to stay in touch with your friends and relatives around the world</p>	<p><u>Who teaches it?</u> Mike Thompson</p> <p><u>When is it?</u> Thursday 10:00am– 12:00pm Mar. 3</p>
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#UAP-14—Flash Drives

<p>Anyone who wants an easy way to back up files or transfer files from one computer to another, and anyone with a digital camera</p>	<p>You will learn:</p> <ul style="list-style-type: none"> • What flash drives and media cards are • What to look for when buying them • How to insert them and safely remove them from your computer • How to copy and move files and pictures to and from them <p style="text-align: center;">PARTICIPANTS WILL RECEIVE A FLASH DRIVE TO USE AND KEEP</p>	<p><u>Who teaches it?</u> Mike Thompson</p> <p><u>When is it?</u> Thursday 10:00am -12:00 pm Mar. 10</p>
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#UAP-23— Windows Live Movie Maker

<p>Anyone who has pictures on their computer and would like to turn them into a movie containing text and music.</p>	<p>Learn to use this easy-to-use program that is on your computer as part of Windows 7, Vista or XP to create your own movies using existing audio, video, or still pictures. You will:</p> <ul style="list-style-type: none"> • Add pictures, music or video • Add titles, video transitions, or effects, and • Save your final movie and share it with friends and family. <p>This workshop has been updated to include the new easy-to-use features in the Windows 7 version. This is one of the most fun workshops we offer!!</p>	<p><u>Who teaches it?</u> Mike Thompson</p> <p><u>When is it?</u> Thursday 10:00am-12:00 pm Mar. 24 &31</p>
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Palatine Township Senior Center mission: *To provide programs and services which support the independence and well-being of older adults and promote their participation in the community.*

Palatine Township Senior Center is thankful to the following Corporate Members. Corporate memberships help PTSCC to provide services to active adults in the community. PTSCC is open to active adults 50 and over on a daily basis, Monday through Friday.

If you would like to join the team of corporate sponsors who help us provide social services as well as a variety of exciting activities and trips, please contact Carol Reagan at 847.991.1112.

- 50 Plus Computer Learning Center
- American Chartered Bank
- Bank of Palatine
- Brandt Financial Concepts, Inc.
- Church Creek – Sunrise Community
- Comfort Keepers
- Cornerstone National Bank & Trust Co
- Harris Bank, Palatine
- Lake Barrington Woods
- Lavelle Law, Ltd.
- ManorCare Health Services
- The Moorings of Arlington Heights
- Northrop Grumman
- Northwest Community Healthcare
- Tamarack, *Gracious Retirement Living*

Our continuing sponsors provide funds to PTSCC through grants, donation of space and care of the facility.

- AgeOptions
- Community Consolidated School District 15
- Palatine Park District
- Palatine Township
- NorthWest Suburban United Way
- Village of Palatine

PTSCC also sponsors a variety of annual fund raisers to generate support: The Gala, Girls Night Out, and Year Long Raffle.

We are excited to have participants from almost 70 different communities, from Palatine and out to Cary, Hoffman Estates and Buffalo Grove. PTSCC has a strong Social Services Staff to assist you with Medicare part D, Circuit Breaker and much more.

We offer a variety of daily activities run by dedicated volunteers: Mah Jongg, Pinochle, Tai Chi, Ceramics and many others. The trip program at PTSCC offers a selection of destinations: theatre performances, casinos, museums, area festivals, plus overnight adventures.

PTSCC is happy to be able to sponsor the 50+ Computer Learning Center, and we are grateful to have a strong connection with District 15 so we can have a computer lab at their site.

It is the power of networking and sponsorships that keep the programs and the other wonderful opportunities for older active adults at PTSCC going.

Join us for one of our trips in 2011: Galena, Cantigny, Amtrak Train trip to Springfield, Fireside Lunch Theatre and many others.

Or join us for lunch at the “Our Place Café”, while you are here for a center activity.

So much awaits you here at Palatine Township Senior Center. Call and receive a *Happenings* Newsletter, 847.991.1112, or check out our new and improved website, www.ptsc.org .

Palatine 50 Plus Computer Learning Center
Palatine Township Senior Citizens' Council
505 S. Quentin Road
Palatine, IL 60067
www.50pluscomputers.org
www.ptsc.org

MAIL IN OPTION

If you have taken a computer class with 50+CLC in 2008 - 2010, you are eligible to mail in your registration(s) and **check** payable to **PTSCC** for classes (including book or class materials) and workshops, *prior to*

Thursday, Jan. 6

All Introduction to Computer students must register in person.

Mail to:
Attn: Computer Classes
505 S. Quentin Rd.
Palatine, IL 60067

On-Site REGISTRATION
IS required for NEW students.

Registration takes place on
Thurs, Jan. 13, 2011
from 10am - 1pm

at the Palatine Township Senior Center
505 S. Quentin Road
Palatine, IL 60067

Classes begin the week of
Monday Feb. 7, 2011 and end
Friday Apr. 1, 2011

at the CCSD 15 Administration Bldg.
580 First Bank Drive
Palatine, IL 60067

If you have any questions please contact
(847) 991-1112