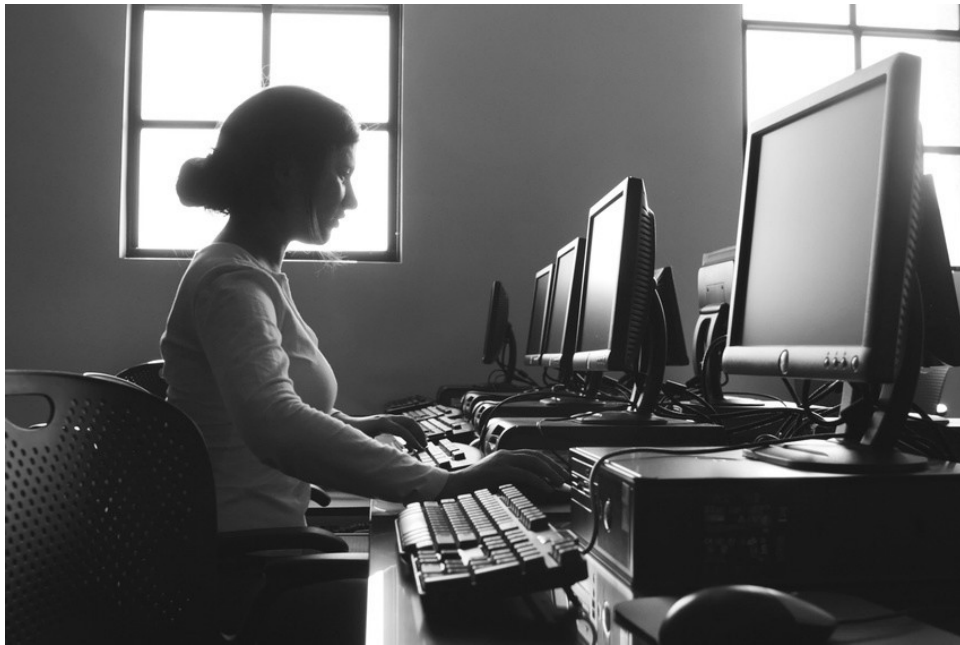


# York County Library System

## Computer Classes



**Demi Fair, Instructor**

**(717) 781-4972**

**[dfair@yorklibraries.org](mailto:dfair@yorklibraries.org)**

Class locations vary by date.

*See enclosed schedule for complete details.*



**York County Libraries**  
ANSWERS FOR LIVING. KNOWLEDGE FOR LIFE.

**[www.yorklibraries.org](http://www.yorklibraries.org)**

## LEARN TO TYPE

### **Typing I—\$40 for set of 4 sessions**

Four 45-minute sessions. Learn touch-typing and keyboarding skills to increase your efficiency and typing agility up to 400%. We start with the “home row” of a-s-d-f j-k-l-; and add new keys each week. Incorporates games and creative texts to make learning simple and enjoyable. Portions of each class are group-led, and portions are self-paced instruction.

### **Typing II—\$40 for set of 4 sessions**

Four 45-minute sessions. More practice with all the letters A-Z, plus the use of numbers and the numeric keypad. Incorporating games and creative texts to make learning simple and enjoyable. Portions of each class are group-led, and portions are self-paced instruction.

### **Typing (Open Session)—\$10 per session**

Single 45-minute session. Incorporates use of numbers and numeric keypad, function keys and non-alphanumeric keys, keyboard shortcuts, games and creative texts to make learning simple and enjoyable. Portions of each class are group-led, and portions are self-paced instruction.

## GADGETS

### **\$25 each, or bundled with Beginner’s Package Each session is 2 hours long.**

Each session focuses on the basics of a different electronic item. Participants should bring own electronic device and cables to class.

**Cell Phones:** Add contacts and phone numbers to your device (bring a list to class!), and set speed-dial; send and receive a text message; and add pictures and music to your phone.

**Digital Cameras:** Change flash settings, adjust pixel count and white balance settings, transfer pictures from your camera to a computer using the cable that came with your camera or via its memory card, and compress pictures for e-mail or internet use.

**MP3 Player / iPod:** Organize music and tags, transfer to your device, set up playlists, and explore the device’s menu settings.

## GETTING STARTED

### **\$25 each, or bundled with Beginner’s Package Each session is 2 hours long.**

**Mouse Skills:** Learn to click, double-click, click and drag, and right-click — and what each kind of click will do. There will be lots of practice in this class!

**Keyboard Skills:** This is not a typing class. Instead, we examine what all those extra keys on the computer do.

**Windows Skills:** Learn some of the basics of the Windows operating system. This class will cover the desktop and the taskbar, menus, toolbars, dialog boxes, and opening and saving files.

**Basic Internet Skills:** Find out what the Internet is all about. In this class, we will discuss what the Internet is, learn to move from website to website using links and URLs (addresses), and search the Web using the Google search engine.

**E-mail:** Sign up for a free e-mail account. Learn to manage your in-box, sent and deleted items, and junk mail. Compose e-mail to one or more addresses simultaneously, and store names and addresses in your Contacts file. Learn about Carbon Copy (cc:) and Blind Carbon Copy (bcc:), attach files and photos, open and read attachments, save attachments, and add signatures to outgoing e-mail.

**Facebook:** Set up your own Facebook account, manage your profile, and find and contact family and friends you haven’t seen in decades. Learn to manage your account and privacy settings, add photo albums, view Friends’ photos, send messages and chat with Friends, or play online games.

**Skype:** Learn how you can use your computer and internet connection to call anyone in the world for free (or reduced rates when calling a land-line). Add a webcam for video calls.

**250 Best Web Sites:** This seminar presentation is jam-packed with the best that the World Wide Web has to offer for search engines, news, weather, health, sports, genealogy, books, music, movies, finance, job hunting, social media, games and more! Participants will receive a handout with addresses and home page “screen shot” of each web site profiled.

## **SOFTWARE PACKAGES**

Participants should already have basic mouse and keyboard skills. Each session is 2-hours long.

### ***MS Word—\$75 for 3-session course***

- Create, save and print a document
- Use spelling and grammar check
- Insert, delete and format text
- Move and copy text with the mouse and with the cut, copy and paste commands.
- Set margins
- Align and indent paragraphs

### ***Advanced MS Word—\$75 for 3-session course***

- Insert, size, rotate, group, and arrange graphics and text boxes
- Use the MailMerge feature to produce a personalized letter or e-mail to each person on a mailing list by combining a database of names and addresses with a form letter
- Use themes, borders and templates to create colorful flyers and newsletters
- Create labels or personalized envelopes using a database of names and a form letter.
- Publish documents as HTML for web pages

### ***MS Excel—\$75 for 3-session course***

- Open existing spreadsheets and enter data
- Save updates
- Adjust row and column heights
- Format numbers and cell characteristics (borders, shading, etc.)
- Insert formulas for automatic computation
- Format for printing

### ***MS Outlook—\$50 for 2-session course***

- Create, send and view e-mail and attachments
- Add signatures to outgoing e-mail
- Set-up “out of office” messages
- Create folders and organize stored e-mail
- Add appointments, meetings and tasks to your calendar
- Schedule a meeting and invite others by e-mail
- Manage calendar reminders and to-do lists
- Format, view and print calendars
- Add contacts and mail distribution groups, and use nicknames to simplify sending routine messages

## **SOFTWARE PACKAGES (cont'd):**

### ***MS PowerPoint—\$75 for 3-session course***

- Open a presentation file and run a slideshow
- Work with existing slides to change view options, edit text, check spelling, delete or change pictures and format clip art
- Create a new slide show or presentation using design templates
- Save and print slideshows
- Add transitions and timing between slides

### ***MS Publisher—\$75 for 3-session course***

- Use design templates to quickly and easily create projects for printing like flyers, brochures, calendars, business cards, newsletters, postcards and more.
- Save and print projects from a file
- Work with layout and ruler guides
- Insert Clip Art, Pictures and other objects
- Resize and customize objects
- Work with WordArt and Tables

### ***Upgrading to MS Office 2010—\$25***

Highlights of changes and additions to MS Word, Excel, PowerPoint, Publisher, and Outlook from both the 2003 and 2007 versions of the Microsoft Office Suite. Course participants should have prior experience working with at least one of these programs.

### ***Open Office—\$50 for 2-session course***

Learn the basics of this open-source free alternative to MS Office products, including its word processor, spreadsheet, presentation, graphics and database applications.

## **WORKSHOPS**

**\$75 each,  
6-hr workshop,  
or three 2-hour sessions.**



### ***Setting Up Your Home Network***

Everything you need to know to connect and secure your desktop computer, laptop computers, wireless router and printers.

### ***Disaster Recovery***

The tools you need to get organized before, during and after a computer crash. Set up an automatic backup/storage solution; remove spyware/malware; and reinstall your operating system and programs.

## About the Instructor:



A Microsoft Certified Office Specialist, Dr. Demi Fair is the Technology Instructor for York County Library System's *Community Computer Classes*. She has most recently taught computer classes at Paul Smith Library of Southern York County, where she serves as Library Director. Prior to moving to York County, she taught music history at Delaware Valley College and music education at The Ohio State University.

## About the Course Style:

In a positive and upbeat atmosphere, Demi puts students at ease. She explains computer terminology and new concepts in descriptive, step-by-step sequence — even beginners feel complete success. Each course includes a training manual for take-home reference and lots of practice exercises to solidify new skills.

Microsoft software classes move at a faster pace and teach menu-driven commands, button-driven commands, and keyboard shortcuts — so students can choose the most effective method to accomplish routine tasks for their learning style and work environment. Each multi-session course includes practice exercises, an extensive training manual, in-depth class instruction, ample opportunity for questions, and time to begin designing a personalized project using skills gained in the course.

Workshops such as '250 Best Web Sites' are jam-packed with up-to-date information and recommendations based on personal use.



York County Libraries  
ANSWERS FOR LIVING. KNOWLEDGE FOR LIFE.

**York County Library System**

**159 East Market Street**

**York, PA 17401**

Affix  
Postage  
Here

### Inside:

- Course Catalog
- Basic Computer Classes for Adult Beginners
- Typing Classes
- MS Office Courses
- Workshops
- Registration Form