

COMPUTER CLASSES

All computer courses will meet for four weeks. Computer instruction is on PCs running the **Windows XP** operating system.

It is important that you have access to a computer between classes to complete lessons and practice new skills.

Computers—Level 1 (formerly Introduction to Computers)

This class is not being offered this semester, but will be offered in the fall of 2009. The class is for those who have used a computer very little or not at all. The class concentrates on learning to move the mouse and clicking the right and left mouse buttons.

Computers—Level 2 (formerly Beginning Computer)

The Level 2 class is designed for individuals **who have mastered the skills of moving and clicking the mouse** and want to learn more of the capabilities of computers. Classes meet **twice** a week for **4 weeks**.

Topics include:

- using Microsoft Word to create documents (letters, minutes, and lists); change the appearance of text; delete, move, and copy text; and check spelling
- creating and organizing files and folders
- accessing the Internet and using basic e-mail skills

There are two Level 2 classes offered. The 1:00 p.m. class will be using **Microsoft Word 2003** (those with Word 2000 should also choose this class) and the 9:00 a.m. class will be using **Microsoft Word 2007**. The versions are very different. You must register for the one you have on your computer.

Computers—Level 2 (will use **Microsoft Word 2003**)

Tuesdays and Wednesdays 1:00-2:30 p.m.

Four weeks, March 24-April 15

Horton Multipurpose Conference Rm, Alumni Center

Computers—Level 2 (will use **Microsoft Word 2007**)

Tuesdays and Wednesdays 9:00-10:30 a.m.

Four weeks, March 24-April 15

Horton Multipurpose Conference Rm, Alumni Center

Computers—Level 3 (formerly Intermediate Computer)

Lessons will be taught using **Word 2007** and **Excel 2007**.

You **MUST** have these 2007 versions on your computer to benefit from taking this class.

Tuesdays and Wednesdays 11:00 a.m.-12:30 p.m.

Four weeks, March 24-April 15

Horton Multipurpose Conference Rm, Alumni Center

It is strongly recommended that you **take Level 2 before registering for this Level 3 class**, which is faster-paced and covers more topics.

In this Level 3 class, you will become more proficient in using your computer, and you will also learn to create spreadsheets using Excel 2007.

Classes meet **twice** a week for **4 weeks**.

Topics include:

- review of Level 2 computer skills
- understanding the operating system and customizing it to meet your needs
- using Microsoft Word 2007 formatting capabilities to create attractive documents
- using Excel 2007 to create and format spreadsheets, keep track of common financial activities, and create simple databases
- accessing the Internet
- sending and receiving e-mail attachments

Computers—Exploring the Internet

Tuesdays only 3:00-4:30 p.m.

Four weeks, March 24-April 14

Horton Multipurpose Conference Rm, Alumni Center

In this 4-lesson course you will expand your knowledge of the Internet using Internet Explorer. You will learn to use Google, narrow search results, save favorite websites, and print from a webpage. The class will search for information to plan a trip and learn to paste the information into a word processing document. Classes meet **once** a week for **4 weeks**.

Participants must be **proficient in using the mouse** and have had some experience using a word processing program such as Microsoft Word.

Computer Instructors

JoAnn Brown retired from ISU after 10 years as a secretary in the College of Education. She has taught College for Seniors computer classes for several semesters and is the computer classes coordinator.

Lowell Mathison worked 36 years for ISU at the Ames Laboratory's Environment, Safety, and Health Group and has worked with computers in one form or another since 1966.

Belinda Lyons retired from teaching kindergarten and primary age children in the Ames schools. She began working with computers in her elementary classroom and has continued the interest as a retirement hobby.

If you have computer course questions, call JoAnn Brown at 515-232-1610, daytime or evening.