

File Structure

\$35(M)/\$40(NM) + \$5.00 material fee

This class explains the file structure of the computer. What is (My) Documents? How do you organize your files on the computer? What are files and folders? Learn the answers to these questions and more!

Wed./Thurs Mornings	9:15 am—12:15 pm	Oct. 14, 15
Tues./Wed. Evenings	6:00 pm—9:00 pm	Dec. 15, 16

Computer Maintenance

\$35(M)/\$40(NM) + \$3.00 material fee

Your computer needs maintenance to help it perform better and last longer. Learn how to download the updates you need for your Anti-virus Program, Windows and your Office Programs. Also learn how to: delete “Cookies,” free up space on the hard drive and learn how and why it is important to run Disk Defragmenter and Scan Disk.

Monday Mornings	9:15 am—12:15 pm	Sept. 21, 28
Mon./Tues. Afternoons	1:30 pm—4:30 pm	Oct. 12, 13
Thursday Evenings	6:00 pm—9:00 pm	Dec. 3, 10

Internet and Email

\$60(M)/\$70(NM) + \$5.00 material fee

Learn how to choose an Internet provider and “surf” the Web. Also learn about cookies, plug-ins, search engines, downloading, how to stay safe on the Internet, email and email attachments.

Tues./Wed. Evenings	6:00 pm—9:00 pm	Dec. 1, 2, 8, 9
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How To Buy & Sell on eBay

\$35(M)/\$40(NM)

Learn from an eBay expert how to buy and sell on today's popular auction website.

Prerequisite: Know how to use a digital camera and download pictures from it to your computer.

Friday Mornings	9:15 am—12:15 pm	Sept. 11, 18
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Private Tutoring

\$35/hour (M) - \$45/hour (NM)

Get personalized instruction on exactly what you need. Do you have a laptop/notebook computer? You can bring it in for your tutoring or use our computers!

Just for Seniors

Over 50 Computer Club \$7.50 per meeting

Feel left out when it comes to technology and you feel that your grandchildren know more than you do, then this club is for you! Club meetings are the first Tuesday of every month from 10 am to 11:30 am. Registration is required.

Meeting Dates

Aug. 4, 2009
 Sept. 1, 2009
 Nov. 3, 2009

Topic

Questions & Answers Session
 How to search for information on the Internet
 Questions and Answers Session

NO MEETING IN OCT. OR DEC.

BUSINESS COMPUTER TRAINING

The YWCA Technology Center provides customized business trainings for non-profits and for-profits. Computer training for employees grants numerous benefits for the organization. We will help you design a training that will meet your needs and schedule it at a time that is convenient for you.

Trainings can be held in our computer lab or at your site.

Call the YWCA Technology Center for details at 724-834-9390.

YWCA Technology Center

TECHNOLOGY CENTER

September To December 2009

Computer Class Schedule

New Computers with Windows Vista & Microsoft Office 2007 plus NEW Classes Offered!

424 N Main St
 Greensburg PA 15601
 Phone: 724-834-9390
 Fax: 724-834-9391
 Technology@ywcawestmoreland.org

Class size is limited to 8 students
 Computer class schedule also available on our website at
 WWW.YWCWESTMORELAND.ORG
 Gina McGrath
 Director of Technology & Instructor

eliminating racism
 empowering women
ywca

**WINDOWS VISTA AND MICROSOFT OFFICE 2007 ARE A
WHOLE NEW LOOK!
RELAX IN OUR COMFORTABLE NEW COMPUTER LAB AND
LEARN HOW TO NAVIGATE IN THE NEW INTERFACE!**

Introduction to Computers

\$60(M)/\$70(NM) + \$3.00 material fee

Designed for the beginner. We will make you comfortable with your computer. You will be introduced on how to use your computer to create a letter, a greeting card and go on the Internet.

Tuesday Afternoons	1:30 pm—4:30 pm	Sept. 1, 8, 15, 22
Wednesday Evenings	6:00 pm—9:00 pm	Sept. 2, 9, 16, 23
Monday Evenings	6:00 pm—9:00 pm	Oct. 26, Nov. 2, 9, 16
Thursday Mornings	9:15 am—12:15 pm	Nov. 5, 12, 19, Dec. 3

Microsoft Word 2007—Beginners

\$60(M)/\$70(NM) + \$5.00 material fee

Word processing for beginners. This is your tablet in the computer. Learn how to create letters, mailing labels, envelopes and use the spelling/grammar check, bullets and numbering.

Wednesday Mornings	9:15 am—12:15 pm	Sept. 2, 9, 16, 23
Thursday Evenings	6:00 pm—9:00 pm	Sept. 3, 10, 17, 24
Wednesday Evenings	6:00 pm—9:00 pm	Sept. 30, Oct. 7, 14, 21
Tuesday Afternoons	1:30 pm—4:30 pm	Oct. 20, 27, Nov. 3, 10
Monday Evenings	6:00 pm—9:00 pm	Nov. 23, 30, Dec. 7, 14

Microsoft Word 2007—Intermediate

\$60(M)/\$70(NM) + \$10.00 material fee

Take your word processing skills to the next level and learn how to insert pictures, word art, tables, and headers and footers. Learn how to do a mail merge.

Tuesday Evenings	6:00 pm—9:00 pm	Sept. 29, Oct. 6, 13, 20
Tuesday Afternoons	1:30 pm—4:30 pm	Nov. 17, 24, Dec. 1, 8

Microsoft PowerPoint 2007

\$60(M)/\$70(NM) + \$3.00 material fee

Have fun creating a slide presentation using animation and sounds!

Friday Mornings	9:15 am—12:15 pm	Oct. 2, 16, 23, 30
Tuesday Evening	6:00 pm—9:00 pm	Oct. 27, Nov. 3, 10, 17

Microsoft Excel 2007—Beginners

\$60(M)/\$70(NM) + \$5.00 material fee

Excel is a spreadsheet program used to track and analyze information. You will learn how to sort and filter the information. Also covered will be charts and simple formulas.

Tuesday Evenings	6:00 pm—9:00 pm	Sept. 1, 8, 15, 22
Thursday Mornings	9:15 am—12:15 pm	Sept. 3, 10, 17, 24
Monday Mornings	9:15 am—12:15 pm	Oct. 19, 26, Nov. 2, 9
Thursday Evenings	6:00 pm—9:00 pm	Oct. 29, Nov. 5, 12, 19

***NEW* Microsoft Excel 2007—Intermediate**

\$60(M)/\$70(NM) + \$5.00 material fee

Take your Excel skills to the next level. Learn how to: format charts, use the tables tools, how to protect worksheets. Learn how to use an advanced formatting technique called conditional formatting and how to use advanced filters. Also covered are Excel's data analysis features such as: Goal Seek and Scenarios. These features can assist with decision-making or management tasks. *Prerequisite:* Excel 2007—Beginners

Thursday Evenings	6:00 pm—9:00 pm	Oct. 1, 8, 15, 22
Monday Mornings	9:15 am—12:15 pm	Nov. 16, 23, 30, Dec. 7

***NEW* Microsoft Excel 2007—More Formulas!**

\$40(M)/\$45(NM) + \$3.00 material fee

Become more comfortable writing formulas and go beyond writing simple formulas. Learn a variety of different types of formulas. Popular financial, statistical, database, and lookup functions will be covered. Some formula auditing tools will be covered.

Prerequisite: Excel 2007—Beginners.

Monday Evenings	6:00 pm—9:00 pm	Oct. 12, 19
Monday Mornings	9:15 am—12:15 pm	Dec. 14, 21

Microsoft Publisher 2007

\$60(M)/\$70(NM) + \$3.00 material fee

Publisher enables you to create professional looking publications and marketing materials. You will enjoy creating greeting cards, banners, newsletters, signs, gift certificates, and much more!

Wednesday Evenings	6:00 pm—9:00 pm	Oct. 28, Nov. 4, 11, 18
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Windows Vista

\$60(M)/\$70(NM) + \$10.00 material fee

Learn what Windows Vista is all about. You will learn how to: change your desktop, and screensaver, how to create, rename and delete files, how to organize your files in folders and back-up your files. Also how to write to a CD (CD Burning). Maintenance utilities will also be covered.

Monday Evenings	6:00 pm—9:00 pm	Sept. 14, 21, 28, Oct. 5
Wednesday Mornings	9:15 am—12:15 pm	Oct. 21, 28, Nov. 4, 11
Thurs./Fri Mornings	9:15 am—12:15 pm	Dec. 10, 11, 17, 18

Digital Cameras—Level 1

\$30(M)/\$35(NM) + \$3.00 material fee

Learn what to look for when you buy a digital camera.

Friday Morning	9:15 am—12:15 pm	Nov. 6
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Digital Cameras—Level 2

\$30(M)/\$35(NM) + \$3.00 material fee

Become more comfortable with your camera. Learn how to navigate through the menu & understand some of the settings. *Bring your camera, book, cables, and batteries to class.*

Friday Morning	9:15 am—12:15 pm	Nov. 13
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Digital Cameras—Level 3

\$30(M)/\$35(NM) + \$3.00 material fee

Learn how to: download pictures from your camera to your computer, burn them to a CD, and email them. *Prerequisite for this class is that you know how to take pictures with your camera. Bring your camera, book, cables, blank CD, and batteries to class.*

Friday Morning	9:15 am—12:15 pm	Sept. 4
Friday Morning	9:15 am—12:15 pm	Nov. 20

Mail Merge

\$30(M)/\$35(NM) + \$5.00 material fee

You have a list of names and addresses and you want to create envelopes, mailing labels, name tags, a form letter, directory or emails from them. Microsoft Word can do all the work for you! In just three short hours learn how to accomplish this by doing a mail merge.

Monday Morning	9:15 am—12:15 pm	Sept. 14
Thursday Morning	9:15 am—12:15 pm	Oct. 22
Wednesday Morning	9:15 am—12:15 pm	Nov. 18

***NEW* Holiday Crafts**

\$40(M)/\$45(NM) + \$3.00 material fee

Have fun creating your greeting cards, magnets, calendars, gift tags, labels, (and so much more), and personalize them with your photos. Bring your electronic copies of your photos to class.

Wednesday Mornings	9:15 am—12:15 pm	Dec. 2, 9
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**FINANCIAL AID IS AVAILABLE FOR COMPUTER CLASSES.
CALL FOR DETAILS.
724-834-9390**

CLASSES FOR ALL AGES!