

Computer (C) Course Schedule

C01. (3 Units) WHERE DID IT GO? HOW DO WE FIND IT? Limit: 19

Mar. 8, 9, 10, 11 1:30 P.M. to 3:30 P.M. Morton Hall 244

Instructor: Tom Lamb, B.S. industrial distribution, Clarkson University; M.B.A. business management, Fairleigh Dickinson University. Has taught computer classes since 1996 for SeniorNet, at two libraries including the Williamsburg Regional Library, and numerous classes for Christopher Wren.

Description: This is an **INTERMEDIATE** course for students who are already using a computer and are having problems locating files. You will learn to use Windows Explorer, how Windows stores documents (file structure), folder manipulations (rearrange, rename), and how to backup and restore documents.

Required Materials: Bring a USB flash drive. Suggested drive size 1 or 2 GB.

C02. (3 Units) INTERMEDIATE INTERNET FOR GENEALOGISTS Limit: 19

Mar. 8, 9, 10, 11 9:30 A.M. to 11:30 A.M. Morton Hall 244

Instructor: George King is a retired United States Air Force officer and computer professional.

Description: This is an **INTERMEDIATE** course for students who have basic genealogy and Internet skills. This course will introduce several popular genealogy sites such as LDS familysearch.org, Ancestry.com, Genealogy.com, and HeritageQuest.com. We will review Internet search techniques using Google and review how to organize web page bookmarks into folders. We will use search demonstrations and examples run by the students. After completing the class examples, students will be encouraged to search for their own ancestors to build confidence and skill. This is not a class on how to conduct genealogy research.

Prerequisites – Basic Internet and Introduction to Genealogy courses or equivalent experience.

Reading: None.

C03A.(3 Units) DIGITAL PHOTOS AND COMPUTERS FOR BEGINNERS Limit: 19

Jan. 11, 12, 13, 14 1:30 P.M. to 3:30 P.M. Jones Hall 203

Instructor: John Nichols, M.S. in electrical engineering, has taught various computer classes for the Christopher Wren Association.

Description: This is an **INTRODUCTORY** course for those who wish to move pictures from a digital camera, flash drive, or CD/DVD and to perform basic, elementary editing. Using a series of lecture-demonstration-student exercises, we will move photos from a digital camera and practice basic editing such as resize, crop, brighten, or rotate a photo using Microsoft Photo-editing tools on The College of William and Mary computers. We will also make folders and subfolders and sort photos by category. If time permits, we will practice inserting photos into Microsoft Word, Microsoft PowerPoint, and display a slide show of photos in a folder.

Reading: Suggested: *Teach Yourself VISUALLY Windows XP 2nd Edition* (TECH) by Paul McFedries, ISBN-10: 0764579274.

Optional Materials: Digital camera with USB cables, Optimal: Flash drive and/or blank CD.

C03B.(3 Units) DIGITAL PHOTOS AND COMPUTERS FOR BEGINNERS Limit: 19

Mar. 8, 9, 10, 11 1:30 P.M. to 3:30 P.M. Jones Hall 203

Instructor: John Nichols, M.S. in electrical engineering, has taught various computer classes for the Christopher Wren Association.

Description: This is an **INTRODUCTORY** course for those who wish to move pictures from a digital camera, flash drive, or CD/DVD and to perform basic, elementary editing. Using a series of lecture-demonstration-student exercises, we will move photos from a digital camera and practice basic editing such as resize, crop, brighten, or rotate a photo using Microsoft Photo-editing tools on The College of William and Mary computers. We will also make folders and subfolders and sort photos by category. If time permits, we will practice inserting photos into Microsoft Word, Microsoft PowerPoint, and display a slide show of photos in a folder.

Reading: Suggested: *Teach Yourself VISUALLY Windows XP 2nd Edition* (TECH) by Paul McFedries, ISBN-10: 0764579274.

Optional Materials: Digital camera with USB cables, Optimal: Flash drive and/or blank CD.

C04. (3 Units) BASIC MICROSOFT EXCEL Limit: 19

Jan. 11, 12, 13, 14 9:30 A.M. to 11:30 A.M. Jones Hall 203

Instructors: Roger Worthen, B.M.E., Cornell University; M.S. mechanical engineering, Rensselaer Polytechnic Institute. Retired automotive engineer. Darline Layer-Roush, B.A., Edinboro University of Pennsylvania with a degree in education. Retired real estate associate broker. Both instructors are experienced in computer-user training.

introduction to simple spreadsheets. This course will cover the features of Microsoft 2007 Excel, creating tables and simple databases, entering text, numbers, values, dates and times, using menus and ribbons, editing and formatting worksheets, calculations-totaling and averaging values, using formulas, and simple charts. Students should bring a memory stick with them to the first class.

Reading: Required: *Microsoft Office Excel 2007 Plain & Simple* by Curtis Frye, ISBN-10: 0735622914.

C05. (3 Units) GETTING COMFORTABLE USING MICROSOFT WORD

Limit: 29

Jan. 11, 12, 13, 14

9:30 A.M. to 11:30 A.M.

Tyler Hall 105

Instructors: **Ann Berg**, retired systems analyst and training specialist. **Don Berg** is a retired computer consultant and training specialist. Both have taught various computer classes for Christopher Wren.

Description: So, you aren't comfortable using Microsoft Word? Perhaps you have tried to create a simple document and found it's not easy? Are you so frustrated that you avoid using Microsoft Word? This class is designed to help you! We will address common problems you might have with your documents. Using fun projects, such as flyers and letters, we will cover topics that everyone needs to know: inserting and deleting text, formatting text for emphasis and fun, and saving documents where you want to save them. Note: We will use Microsoft Word Version 2007 in class, but you can apply the lessons to any version of Word.

Reading: Suggested: *Teach Yourself VISUALLY Word 2007* by Elaine Marmel, ISBN-10: 0470045930.

C06. (3 Units) WORD FOR THOSE WHO ALREADY KNOW WORD

Limit: 29

Mar. 8, 9, 10, 11, 12

1:30 P.M. to 3:30 P.M.

Tyler Hall 105

Instructor: **Peter Williamson** has over forty years experience working with computers. He keeps his PC skills sharp by working with local community and charitable organizations.

Description: Fast-paced class for people who are already familiar with Word. Must be expert with basic editing features and have Microsoft Word 2007 installed. Sample topics: Customizing Word screen and toolbars, using Word options, styles, creating lists, using field codes and hyperlinks, creating tables of contents and indexes, finding and replacing formatting characters, tables, how to line up columns of text and numbers, sorting, using Microsoft Excel with Word, pagination, controlling page breaks, headers footers and page numbers, page layout, graphics layout, pictures, clipart and autoshapes, spelling and autocorrect, borders and shading, templates, document compare, and mail merge.

Reading: Required: *Teach Yourself VISUALLY Word 2007* by Elaine Marmel; ISBN-10: 0470045930.

C07. (3 Units) INTERMEDIATE MICROSOFT EXCEL

Limit: 19

Mar. 8, 9, 10, 11

9:30 A.M. to 11:30 A.M.

Jones Hall 203

Instructors: **Susan Voigt**, B.A., American University; M.S., Purdue University. Retired NASA aerospace technologist in software systems. **Roger Worthen**, B.M.E., Cornell University; M.S., Rensselaer Polytechnic Institute. Retired automotive engineer. Both instructors are experienced in computer-user training.

This is an **INTERMEDIATE** course for students who are comfortable using a computer and have taken Basic Microsoft Excel or have similar experience. The course will cover features of Microsoft Excel 2007, review of tables and databases in Excel, using charts in worksheets, automatic formatting, plotting and changing charts, sorting and filtering records, using simple functions, inserting pictures and drawings, and linking spreadsheets with Word and PowerPoint. **ADDITIONAL INFORMATION:** Please include your email address on your registration form.

Reading: Required: *Microsoft Office Excel 2007 Plain & Simple* by Curtis Frye, ISBN-10: 0735622914.

C08. (3 Units) PHOTO STORY 3

Limit: 29

Jan. 11, 12, 13, 14

1:30 P.M. to 3:30 P.M.

Tyler Hall 105

Instructors: **Don Berg** is a retired computer consultant and training specialist. **Ann Berg**, retired systems analyst and training specialist. Both have taught various computer classes for Christopher Wren.

Description: This is an **INTERMEDIATE** course for students who are comfortable using a PC, have an understanding of a digital camera and photos and who want to organize digital photos in a personalized photo slide show. In this class, students will use Photo Story 3 to create a story using their own digital photos. Students will learn to create a story; add motion, effects, and music to digital photos; add slick-looking titles, dramatic pans and zooms; record a soundtrack, and even record narration for a professional finish.

Required Materials: Bring a USB flash drive to the first class with personal photos.

Reading: None.

C09. (3 Units) MICROSOFT POWERPOINT 2007 FOR BEGINNERS

Limit: 19

Jan. 11, 12, 13, 14

9:30 A.M. to 11:30 A.M.

Morton Hall 244

Instructor: Helen Hamilton taught science in local schools and was a plant technician for the National Park Service. She has presented numerous classes to local groups and Christopher Wren, using PowerPoint format.

Description: A basic course for students new to PowerPoint, who are comfortable using a computer and who have basic word processing skills. We will explore all the tabs on the ribbon, and learn to construct slides with digital images and text. Three days will be used to develop skills and a fourth day for student's presentations, if desired.

Required Materials: Student Laptop, Flash Drive.

Reading: Suggested: *Teach Yourself VISUALLY Microsoft Office PowerPoint 2007* by Lisa A. Bucki, ISBN-10: 0470045884, a good reference for those learning PowerPoint 2007. *Teach Yourself VISUALLY Microsoft Office 2007* by Sherry Willard Kinkoph, ISBN-10:0470045906, supports the software that is installed in the W&M computer labs and is an excellent reference for all the Office 2007 programs.

C10. (3 Units) BECOMING AN ANALYTICAL STOCK DETECTIVE

Limit: 19

Mar. 8, 9, 10, 11

9:30 to 11:30 A.M.

Tyler Hall 105

Instructor: Bill Unaitis, retired computer business intelligence consultant, internet stock detective, engineering degree with master's in business finance. Taught management and business finance at University of Massachusetts. Prior to retirement, conducted needs analysis to improve operations and used internet to conduct marketing studies, competitive analysis and general business intelligence within the industry/sector.

Description: Prerequisites: Comfortable using a computer, searching the web and knowledgeable of personal investing in the stock market. This is a follow-up to "Investing Decisions based on Internet Information". You will improve your skills of using a spreadsheet, copy and paste from the Internet to a word document or spreadsheet, and conduct extensive research on a company before investing. This class will navigate the Internet in depth and you will learn: how to analyze an industry and a company before investing, use basic charts to look for trends, use signals for buying, selling, or setting alerts, and develop a strategy and methodology in becoming a stock detective.

Required Materials: USB flash drive - 2GB or larger.
