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West Jordan Senior Center Computer Class Schedule.

June-09

Schedule of Advertised Classes					Cost
Day of Week	Class	Start Date	Start Time	Instructor	
Tuesday	Digital Photography	Tuesday, June 02, 2009	10:00 AM	Roger Davis	\$10.00
Wednesday	Internet/E-Mail	Wednesday, June 03, 2009	10:00 AM	Roger Davis	\$10.00
Wednesday	Open Lab	Every Wednesday	12:00 to 3:00	Roger Davis	Free

Classes are limited to 8 Students. Please call 801-561-7320 to register

**Cost is \$10.00 for 4 lessons
Open Lab is still Free**

Description of classes

BASIC Computer, Learn:

How to turn the computer on and off properly. How to use/double click the mouse
How to use Microsoft Word to modify text and import pictures
How to create and save files. How to create a directory

Digital Photography, Learn:

The basics of taking good pictures. What to look for when buying camera, and
Modifying Digital pictures

Internet, Learn:

How to find the information on the internet. (2 weeks)
Email and File attachments. (2 Weeks)

Excel Basic, Learn:

What a spread sheet is and what it can do for you.
Many of the mathematical formulas, formatting, copying relative
and absolute addressing

Windows, Learn:

The Windows Operating system. Floppy's, Memory, Hard Drive & CD's
How files & folders are displayed on the Hard drive, how to find lost files.
Multi-Tasking and more.

Print Shop, Learn:

Create Greeting cards

Open Lab

This time is for you to get assistance with problems or use the internet
We will attempt to assist you with any Computer problem.