



COMPUTER SENIORS of AMERICA

www.computerseniors.org
410/336-5878

**October 2007
Newsletter**



Computer Classes for Seniors

Offered at the:

- *Bain Center, 5470 Ruth Keeton Way, Columbia, MD 21044, 410/313-7213*
- *Ellicott City Senior Center, 9401 Frederick Road, Ellicott City, MD 21042, 410/313-1400*
- *Elkridge Senior Center, 6540 Washington Blvd, Elkridge, MD 21075, 410/313-5192*
- *Glenwood Senior Center, 2400 Route 97, Glenwood, MD 21738, 410/313-5440*

**LOOK FOR US AT
THE EXPO -** THE 50

PLUS EXPO, FRIDAY, OCTOBER 19, 2007, AT WILDE LAKE HIGH SCHOOL, 9AM - 4PM IN EXHIBIT HALL A. STOP BY OUR BOOTH AND PICK UP SOME GOODIES AND REGISTER FOR OUR RAFFLE.

SEE YOU THERE!

PC Music 101 ... A New Course Offering

Did you know that your PC can play music for you? This workshop will discuss and demonstrate the audio capability of "Windows Media Player" which is a program that is included with your Windows Operating System. You will learn how to (1) rip (copy) a music CD to your hard drive so that you can listen to it on your PC while you play solitaire, (2) burn (make) your own music CD to use with your home or car audio systems and (3) how to listen to any of the hundreds of "Radio Stations" worldwide. This 2 hour session is designed to give you enough basic knowledge to start you on your way to enjoying music on your Computer.

Offered at the:

- *Glenwood Senior Center - October 18 (1 - 3pm)*
- *Bain Center - November 6 (1 - 3pm)*

Special classes scheduled for the following:

- *Advanced Word Processing - offered at the Ellicott City Senior Center, October 17 & 18 (1 - 3pm)*
- *Introduction to Spreadsheets using Microsoft Excel - offered at the Elkridge Senior Center, October 29 & 30 (1 - 3pm)*
- *Introduction to Database Management using Microsoft Access - offered at the Glenwood Senior Center, November 26 & 27 (1 - 3pm)*

Turn the page for additional information

A Special Offering of ... Advanced Word Processing

This course builds on what was learned in the Introduction to Word Processing class by teaching participants how to prepare and save address lists, how lists can be attached to documents, and how to create and print envelopes and Avery address labels and cards. The course also covers how to download text and graphics from the Internet and incorporate those items into documents or save them for future reference. You will also learn how to import and use Clip Art, Word Art, and previously saved text and images into your documents and how to use text wrapping to enhance the appearance of your correspondence. Finally, you will learn how to customize Word's tool bars according to your wishes.

- *Offered at the Ellicott City Senior Center - October 17 & 18 (1 - 3pm)*
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A Special Offering of ...

Introduction to Spreadsheets using Microsoft Excel

Do you keep track of your household accounting records, doctor bills, or other important records in a paper book, then use a calculator to add them up? Would you like to have the ability to do this electronically within only a few minutes? Then, this course is for you! Learn the fundamentals of spreadsheet processing -- how to create, edit, save and retrieve spreadsheets, as well as how to format and print them.

- *Offered at the Elkridge Senior Center - October 29 & 30 (1 - 3pm)*
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A Special Offering of ...

Introduction to Databases using Microsoft Access

Want to find your recipes quickly, determine how much you've spent on an item without sorting through your paper files, or create address labels instead of addressing hundreds of envelopes by hand? Then this course is for you, and we promise we will make it easy for you to learn. You will learn the fundamentals of database systems and what a database can do for you, including how to create a database structure, use database tools to find the information you are looking for quickly, and then create and print reports.

- *Offered at the Glenwood Senior Center - November 26 & 27 (1 - 3pm)*

OCTOBER – DECEMBER 2007

CLASS OFFERING DATES AND TIMES

ADVANCE REGISTRATION IS REQUIRED AND MUST BE DONE AT
THE CENTER WHERE THE CLASS IS SCHEDULED TO BE HELD
(SEE CENTER ADDRESSES AND TELEPHONE NUMBERS ON FIRST PAGE OF THIS NEWSLETTER)

- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR BEGINNERS, \$30 FEE (4 HOURS OF INSTRUCTION)**
"IF YOU KNOW NOTHING OR VERY LITTLE ABOUT THE PERSONAL COMPUTER, THIS IS THE PLACE TO START"
 - ELLICOTT CITY SENIOR CENTER: OCTOBER 29 & 30 (9 - 11AM)
 - BAIN CENTER: OCTOBER 10 & 11 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: NO CLASSES SCHEDULED DURING THE MONTHS OF OCTOBER THRU DECEMBER
 - GLENWOOD SENIOR CENTER: NOVEMBER 28 & 29 (1 - 3PM)
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR INTERMEDIATE-LEVEL USERS, \$30 FEE (4 HOURS OF INSTRUCTION)**
"AFTER THE PREVIOUS COURSE, THIS IS THE ONE TO TAKE; OR IF YOU ARE FAMILIAR WITH THE PERSONAL COMPUTER, THIS COURSE IS A GOOD REVIEW"
 - ELLICOTT CITY SENIOR CENTER: NOVEMBER 13 & 14 (9 - 11AM)
 - BAIN CENTER: OCTOBER 24 & 25 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: NO CLASSES SCHEDULED DURING THE MONTHS OF OCTOBER THRU DECEMBER
 - GLENWOOD SENIOR CENTER: OCTOBER 3 & 4 (1 - 3PM); DECEMBER 12 & 13 (1 - 3PM)
- ❖ **INTERNET I: INTRODUCTION TO THE INTERNET AND E-MAIL, \$30 FEE (4 HOURS OF INSTRUCTION)**
"THIS COURSE WILL GET YOU COMFORTABLE WITH SURFING THE INTERNET AND SENDING E-MAIL IN 4 SHORT HOURS; COME ON AND JOIN CYBERSPACE"
 - ELLICOTT CITY SENIOR CENTER: OCTOBER 10 & 11 (1 - 3PM)
 - BAIN CENTER: NOVEMBER 26 & 27 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: NO CLASSES SCHEDULED DURING THE MONTHS OF OCTOBER THRU DECEMBER
 - GLENWOOD SENIOR CENTER: OCTOBER 29 & 30 (1 - 3PM)
- ❖ **INTERNET II: ADVANCED E-MAIL, \$30 FEE (4 HOURS OF INSTRUCTION)**
"THE PREVIOUS COURSE INTRODUCED YOU TO THE BASICS OF EMAIL, NOW THE GOOD STUFF"
 - ELLICOTT CITY SENIOR CENTER: OCTOBER 24 & 25 (1 - 3PM)
 - BAIN CENTER: OCTOBER 1 & 2 (9 - 11AM); DECEMBER 12 & 13 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: NOVEMBER 14 & 15 (9:30 - 11:30AM)
 - GLENWOOD SENIOR CENTER: NOVEMBER 19 & 20 (1 - 3PM)
- ❖ **INTRODUCTION TO WORD PROCESSING, \$30 FEE (4 HOURS OF INSTRUCTION)**
"WANT TO WRITE A LETTER, CREATE A FLYER OR OTHER KIND OF DOCUMENT, THEN THIS COURSE WILL TAKE YOU THROUGH THE BASICS OF WORD PROCESSING"
 - ELLICOTT CITY SENIOR CENTER: OCTOBER 3 & 4 (1 - 3PM); DECEMBER 10 & 11 (1 - 3PM)
 - BAIN CENTER: NOVEMBER 14 & 15 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: NO CLASSES SCHEDULED DURING THE MONTHS OF OCTOBER THRU DECEMBER
 - GLENWOOD SENIOR CENTER: OCTOBER 22 & 23 (1 - 3PM)
- ❖ **ADVANCED WORD PROCESSING, \$30 FEE (4 HOURS OF INSTRUCTION) - "A SPECIAL OFFERING"**
"THIS COURSE IS FOR THOSE OF YOU WHO WANT TO LEARN THE POWER OF A WORD PROCESSOR"
 - ELLICOTT CITY SENIOR CENTER: OCTOBER 17 & 18 (1 - 3PM)
- ❖ **BUYING AND SELLING ON EBAY, \$30 FEE (4 HOURS OF INSTRUCTION)**
"YOU'VE HEARD OF EBAY, NOW YOU CAN LEARN HOW TO USE IT TO SELL THE TREASURES IN YOUR CLOSETS, ... OR EVEN HOW TO PURCHASE MORE STUFF FOR PENNIES ON THE DOLLAR"
 - ELLICOTT CITY SENIOR CENTER: NOVEMBER 26 & 27 (9 - 11AM)
 - BAIN CENTER: OCTOBER 22 & 23 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: NO CLASSES SCHEDULED DURING THE MONTHS OF OCTOBER THRU DECEMBER
- ❖ **BASIC DIGITAL PHOTOGRAPHY, \$30 FEE (4 HOURS OF INSTRUCTION)**
"DO YOU WANT TO LEARN THE BASICS OF DIGITAL CAMERAS AND HOW TO USE A FREE IMAGE EDITING PROGRAM? THEN THIS IS THE COURSE FOR YOU"
 - ELLICOTT CITY SENIOR CENTER: OCTOBER 31 & NOVEMBER 1 (1 - 3PM)
 - BAIN CENTER: OCTOBER 15 & 16 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: OCTOBER 1 & 2 (9:30 - 11:30 AM)
 - GLENWOOD SENIOR CENTER: DECEMBER 3 & 4 (1 - 3PM)

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- ❖ **IMAGE EDITING USING ADOBE'S PHOTOSHOP ELEMENTS, \$30 FEE (4 HOURS OF INSTRUCTION)**
"LEARN THE BASICS OF A VERY POWERFUL AND COMPREHENSIVE IMAGE EDITING PROGRAM"
 - ELLICOTT CITY SENIOR CENTER: NOVEMBER 7 & 8 (1 - 3PM)
 - BAIN CENTER: *NO DATES SCHEDULED DURING THESE MONTHS*
 - ELKRIDGE SENIOR CENTER: OCTOBER 17 & 18 (9:30 - 11:30AM)
 - GLENWOOD SENIOR CENTER: *NO CLASSES SCHEDULED DURING THE MONTHS OF OCTOBER THRU DECEMBER*
- ❖ **HOW TO MAKE GREETING CARDS, AND MORE, USING YOUR COMPUTER, \$30 FEE (4 HOURS OF INSTRUCTION)**
"OUR INSTRUCTOR WILL TEACH YOU HOW TO MAKE GREETING CARDS, POSTERS, BROCHURES, BUSINESS CARDS AND A WHOLE LOT MORE; AND AS A BONUS, YOU WILL LEAVE WITH A COPY OF THE SOFTWARE PROGRAM"
 - ELLICOTT CITY SENIOR CENTER: OCTOBER 17 & 18 (9 - 11AM)
 - BAIN CENTER: DECEMBER 5 & 6 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: OCTOBER 30 & 31 (9:30 - 11:30AM)
 - GLENWOOD SENIOR CENTER: NOVEMBER 7 & 8 (1 - 3PM)
- ❖ **PC HOUSEKEEPING, \$15 FEE (2 HOURS OF INSTRUCTION)**
"NEED TO FIND OUT HOW TO TUNE UP YOUR PC OR HOW TO SAVE YOUR IMPORTANT DATA? WELL, THIS IS THE ONE TO SIGNUP FOR"
 - ELLICOTT CITY SENIOR CENTER: PC HOUSEKEEPING DECEMBER 3 (1 - 3PM)
 - BAIN CENTER: NOVEMBER 5 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: DECEMBER 10 (1—3PM)
 - GLENWOOD SENIOR CENTER: OCTOBER 15 (1 - 3PM)
- ❖ **PC Music 101, \$15 FEE (2 HOURS OF INSTRUCTION) - "A NEW COURSE!"**
"DID YOU KNOW THAT YOUR PC CAN PLAY MUSIC FOR YOU? THIS COURSE WILL SHOW YOU HOW."
 - ELLICOTT CITY SENIOR CENTER: *NO CLASSES SCHEDULED DURING THE MONTHS OF OCTOBER THRU DECEMBER*
 - BAIN CENTER: NOVEMBER 6 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: OCTOBER 18 (1 - 3PM)
- ❖ **INTRODUCTION TO SPREADSHEETS USING MICROSOFT EXCEL, \$30 FEE (4 HOURS OF INSTRUCTION) - "A SPECIAL OFFERING"**
"LEARN SOME OF THE MANY USES OF EXCEL, LIKE HOW TO USE A SPREADSHEET TO KEEP TRACK OF FINANCIAL INFORMATION"
 - ELKRIDGE SENIOR CENTER: OCTOBER 29 & 30 (1 - 3PM)
- ❖ **INTRODUCTION TO DATABASES USING MICROSOFT ACCESS, \$30 FEE (4 HOURS OF INSTRUCTION) - "A SPECIAL OFFERING"**
"LEARN HOW TO CREATE A DATABASE TO AUTOMATE DAY-TO-DAY TASKS"
 - GLENWOOD SENIOR CENTER: NOVEMBER 26 & 27 (1 - 3PM)
- ❖ **OPEN PRACTICE LAB AND Q&A SESSIONS, NO FEE, ADVANCE REGISTRATION REQUESTED (ENSURES ASSISTANCE WILL BE AVAILABLE)**
"PRACTICE MAKES PERFECT AND HELP IS FREE EVERY FRIDAY"
 - ELLICOTT CITY SENIOR CENTER: FRIDAYS (9 - 11AM) - NO LAB NOVEMBER 23 NOR DECEMBER 21 & 28
 - BAIN CENTER: FRIDAYS (1 - 3PM) - NO LAB NOVEMBER 23 NOR DECEMBER 21 & 28
 - GLENWOOD SENIOR CENTER: FRIDAYS (1 - 3PM) - NO LAB NOVEMBER 23 NOR DECEMBER 21 & 28

Individualized Tutoring ... performed right at the Senior Center

HAVE A SPECIAL PC PROJECT THAT YOU NEED SOME HELP WITH OR NEED TO LEARN A SUBJECT THAT ISN'T ACCOMMODATED BY OUR SCHEDULED CLASSES? THEN CSA'S "INDIVIDUALIZED TUTORING" MAY BE YOUR ANSWER! THE TUTORING IS PERFORMED BY ONE OF CSA'S HIGHLY QUALIFIED, AND PATIENT, INSTRUCTORS, RIGHT AT THE SENIOR CENTER. THE FEE IS ONLY \$15 PER HOUR OR PART THEREOF — A BARGAIN! CALL 410/336-5878 FOR ADDITIONAL INFORMATION OR TO MAKE ARRANGEMENTS.



COMPUTER SENIORS OF AMERICA, AN ALL VOLUNTEER HOWARD COUNTY MARYLAND BASED NON-PROFIT, OFFERS THE COUNTY'S 50 PLUS CITIZENS A VARIETY OF COMPUTER COURSES. CSA'S MONTHLY NEWSLETTER, "COURSE DESCRIPTIONS AND SPECIAL OFFERINGS CATALOG" AND FLYERS ARE AVAILABLE (1) IN SENIOR CENTERS (ASK AT THE INFORMATION DESK FOR LOCATION), (2) BY CALLING CSA AT 410/336-5878 OR (3) BY VISITING OUR WEBSITE AT WWW.COMPUTERSENIORS.ORG.