



www.computerseniors.org
410/336-5878

April 2008



Glenwood's Computer Lab

Computer Classes for Seniors

- **Classes are offered at the following Senior Centers:**
 - *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*
 - *Glenwood Senior Center, 2400 Route 97, Glenwood, MD 21738, 410/313-5440 (inside the Glenwood Community Center)*
 - *Elkridge Senior Center, 6540 Washington Blvd, Elkridge, MD 21075, 410/313-5192*
- **Incident Weather Policy:**
 - *If Howard County schools are CLOSED, all CSA classes for the day are cancelled*
 - *If Howard County schools have a delayed opening (either a 1 hour or 2 hour), morning CSA classes will begin AT 10AM; afternoon CSA classes will begin as scheduled*
 - *If Howard County schools close early, afternoon CSA classes will be cancelled.*
 - *If the first day of a two-day class is cancelled, the second day will also be cancelled.*
 - *In the event of cancellation, students will be contacted to arrange for a rescheduled class date*
 - *ALWAYS CALL THE CENTER WHERE THE CLASS IS TO BE TAUGHT TO CHECK THE STATUS OF THE CLASS!*
- **Fee Waiver Policy** (for those who can't afford the class fees) - have any non-profit organization – governmental, civic or religious – write a letter requesting that the class fee be reduced, or even waived, and why. Call CSA at 410/336-5878 for specific information.
- **Bain Center classes note** -- afternoon classes through April 15 and the April 4th and 11th Friday open lab will be held from 2pm to 4pm; thereafter all afternoon classes and Friday Open lab time will return to 1 - 3pm.
- **PC operating system note** -- classes at the Bain Center will be taught on PCs with the Windows Vista operating system; classes offered at the other Centers are taught on PCs with the Windows XP Pro operating system.
- **Refer to the next page** for the course description and class offering dates of:
 - ❖ *Three of our special offerings:*
 - ❖ *Advanced Word Processing*
 - ❖ *Introduction to Spreadsheets using Microsoft Excel*
 - ❖ *Introduction to Databases using Microsoft Access*

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Special offerings:

- ◆ **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:
 - Bain Center: April 16 & 17 (1 - 3pm) <= note change in date and time
 - Glenwood Senior Center: June 9 & 10 (10am - 12noon) <= note time
- ◆ **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 Bain Center - April 16 & 17 (1 - 3pm)
- ◆ **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 Ellicott City Senior Center - April 30 & May 1 (1 - 3pm)

INDIVIDUALIZED TUTORING

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 — WHAT 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.

April 2008

APRIL - JUNE 2008

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 USING WINDOWS XP**, \$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: MARCH 31 & APRIL 1 (9 - 11AM); JUNE 2 & 3 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: APRIL 21 & 22 (1 - 3PM); JUNE 23 & 24 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: *NONE SCHEDULED DURING THESE MONTHS*
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR BEGINNERS USING WINDOWS VISTA**, \$30 FEE (4 HOURS OF INSTRUCTION)
"IF YOU KNOW NOTHING OR VERY LITTLE ABOUT THE PERSONAL COMPUTER, THIS IS THE PLACE TO START"
 - BAIN CENTER: *NONE SCHEDULED DURING THESE MONTHS*
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR INTERMEDIATE-LEVEL USERS USING WINDOWS XP**, \$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: APRIL 14 & 15 (9 - 11AM); JUNE 16 & 17 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: MAY 5 & 6 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: *NONE SCHEDULED DURING THESE MONTHS*
- ❖ **INTRODUCTION TO PERSONAL COMPUTERS FOR INTERMEDIATE-LEVEL USERS USING WINDOWS VISTA**, \$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"
 - BAIN CENTER: *NONE SCHEDULED DURING THESE MONTHS*
- ❖ **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: MAY 14 & 15 (9 - 11AM)
 - BAIN CENTER: APRIL 21 & 22 (9 - 11AM); JUNE 23 & 24 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: MARCH 31 & APRIL 1 (1 - 3PM); JUNE 4 & 5 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- ❖ **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: MAY 27 & 28 (9 - 11AM)
 - BAIN CENTER: MAY 7 & 8 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: APRIL 16 & 17 (1 - 3PM); JUNE 18 & 19 (1—3PM)
 - ELKRIDGE SENIOR CENTER: APRIL 23 & 24 (9:30 - 11:30AM)
- ❖ **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: MAY 5 & 6 (9 - 11AM)
 - BAIN CENTER: APRIL 2 & 3 (2 - 4PM)
 - GLENWOOD SENIOR CENTER: MAY 27 & 28 (1— 3PM)
 - ELKRIDGE SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- ❖ **ADVANCED WORD PROCESSING**, \$30 FEE (4 HOURS OF INSTRUCTION)
"THIS COURSE IS FOR THOSE OF YOU WHO WANT TO LEARN THE POWER OF A WORD PROCESSOR"
 - BAIN CENTER: APRIL 16 & 17 (1 - 3PM) <= NOTE CHANGE IN DATE AND TIME FROM EARLIER SCHEDULES
 - GLENWOOD SENIOR CENTER: JUNE 9 & 10 (10AM - 12NOON) <= NOTE TIME

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- ❖ **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: MAY 12 & 13 (9 - 11AM)
 - BAIN CENTER: APRIL 16 & 17 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: *NONE SCHEDULED DURING THESE MONTHS*
 - ELKRIDGE SENIOR CENTER: *NONE SCHEDULED DURING THESE MONTHS*
- ❖ **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: APRIL 8 & 9 (1 - 3PM) <= NOTE CHANGE IN DATE AND TIME; JUNE 11 & 12 (9 - 11AM)
 - BAIN CENTER: MAY 21 & 22 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: APRIL 28 & 29 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: *NONE SCHEDULED DURING THESE MONTHS*
- ❖ **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: APRIL 30 & MAY 1 (9 - 11AM); JUNE 18 & 19 (9 - 11AM)
 - BAIN CENTER: MARCH 31 & APRIL 1 (9 - 11AM); MAY 26 & 27 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: *NONE SCHEDULED DURING THESE MONTHS*
 - ELKRIDGE SENIOR CENTER: *NONE SCHEDULED DURING THESE MONTHS*
- ❖ **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: MAY 21 & 22 (9 - 11AM)
 - BAIN CENTER: APRIL 28 & 29 (1 - 3PM); JUNE 30 & JULY 1 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: APRIL 9 & 10 (1 - 3PM); JUNE 11 & 12 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: APRIL 2 & 3 (9:30 - 11:30AM)
- ❖ **INTRODUCTION TO SPREADSHEETS USING MICROSOFT EXCEL, \$30 FEE (4 HOURS OF INSTRUCTION) - "SPECIAL OFFERING"**
"LEARN SOME OF THE MANY USES OF EXCEL, LIKE HOW TO USE A SPREADSHEET TO KEEP TRACK OF FINANCIAL INFORMATION"
 - BAIN CENTER: APRIL 22 & 23 (1 - 3PM)
- ❖ **INTRODUCTION TO DATABASES USING MICROSOFT ACCESS, \$30 FEE (4 HOURS OF INSTRUCTION) - "SPECIAL OFFERING"**
"LEARN HOW TO CREATE A DATABASE TO AUTOMATE MANY OF THOSE DAY-TO-DAY TASKS"
 - ELLICOTT CITY SENIOR CENTER: APRIL 30 & MAY 1 (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 CLASS TO SIGNUP FOR"
 - ELLICOTT CITY SENIOR CENTER: *NONE SCHEDULED DURING THESE MONTHS*
 - BAIN CENTER: *NONE SCHEDULED DURING THESE MONTHS*
 - GLENWOOD SENIOR CENTER: *NONE SCHEDULED DURING THESE MONTHS*
 - ELKRIDGE SENIOR CENTER: MAY 12 (9:30 - 11:30AM)
- ❖ **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)
 - BAIN CENTER: FRIDAYS APRIL 4 & 11 (2 - 4PM); APRIL 18 THRU MAY 30 (1 - 3PM); JUNE 6 AND THEREAFTER (9 - 11AM)
 - GLENWOOD SENIOR CENTER: FRIDAYS (1 - 3PM)