



COMPUTER SENIORS of AMERICA

www.computerseniors.org
410/336-5878



Glenwood's Computer Lab

June 2008

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*
- *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.*

Special Genealogy Classes Offered!

- *An Introduction to "Family Tree Maker" – Learn one of the most popular genealogy computer software programs (pick up a Genealogy Classes flyer at various Senior Centers for a detailed course description and pre-requisites, or call CSA at 410/336-5878 to have a copy sent to you).*
 - *August 12 & 13 (10am – 12noon) - offered at the Glenwood Senior Center (inside the Glenwood Community Center), 2400 Route 97, Glenwood, MD 21738, 410/313-5440*
 - *\$30 fee (4 hours of instruction) - advanced payment required.*
- *Genealogy Surfing on the Internet – Learn the best websites to use to find your ancestry information (pick up a Genealogy Classes flyer at various Senior Centers for a detailed course description and pre-requisites, or call CSA at 410/336-5878 to have a copy sent to you).*
 - *August 19 & 20 (10am – 12noon) - offered at the Glenwood Senior Center (inside the Glenwood Community Center), 2400 Route 97, Glenwood, MD 21738, 410/313-5440*
 - *\$30 fee (4 hours of instruction) - advanced payment required.*

**"YOUR MOST PRECIOUS POSSESSION IS YOUR FAMILY HISTORY
LEARN HOW TO SHARE IT"**

Please turn page
>>>>>>>>>>

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:

- Ellicott City Senior Center: August 21 & 22 (9 - 11am)
- Glenwood Senior Center: June 9 & 10 (10am - 12noon) <= note the 10am starting 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:

- Glenwood Senior Center: July 21 & 22 (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 THE INFORMATION DESK STAFF FOR LOCATION OF BROCHURES), (2) BY CALLING CSA AT 410/336-5878 OR (3) BY VISITING THE CSA WEBSITE AT WWW.COMPUTERSENIORS.ORG.

JUNE - AUGUST 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: JUNE 2 & 3 (1 - 3PM); AUGUST 11 & 12 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: JUNE 23 & 24 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: JUNE 9 & 10 (1 - 3PM)
- ❖ **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: AUGUST 5 & 6 (9 - 11AM) <= NOTE CHANGE IN DATE
- ❖ **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: JUNE 16 & 17 (1 - 3PM); AUGUST 25 & 26 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: JULY 7 & 8 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: JUNE 24 & 25 (9:30 - 11:30AM)
- ❖ **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: AUGUST 26 & 27 (1 - 3PM) <= NOTE CHANGE IN DATE AND TIME
- ❖ **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: JULY 16 & 17 (9 - 11AM)
 - BAIN CENTER: JUNE 23 & 24 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: AUGUST 4 & 5 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: JULY 1 & 2 (9:30 - 11:30AM); AUGUST 6 & 7 (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: JULY 21 & 22 (1 - 3PM) <= NOTE CHANGE IN DATE
 - BAIN CENTER: JULY 9 & 10 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: JUNE 18 & 19 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: JULY 16 & 17 (9:30 - 11:30AM); AUGUST 18 & 19 (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: JULY 9 & 10 (1 - 3PM)
 - BAIN CENTER: NO CLASSES SCHEDULED DURING THESE MONTHS
 - GLENWOOD SENIOR CENTER: JULY 28 & 29 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: JULY 30 & 31 (9:30 - 11:30AM)

Please turn page >>>>>

- ❖ **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"
 - ELLICOTT CITY SENIOR CENTER: AUGUST 21 & 22 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: JUNE 9 & 10 (1 - 3PM); AUGUST 13 & 14 (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: *NO CLASSES SCHEDULED DURING THESE MONTHS*
 - BAIN CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
 - GLENWOOD SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
 - ELKRIDGE SENIOR CENTER: *NO CLASSES 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: JUNE 11 & 12 (9 - 11AM)
 - BAIN CENTER: JULY 28 & 29 (1 - 3PM)
 - GLENWOOD SENIOR CENTER: JUNE 23 & 24 (9 - 11AM)
 - ELKRIDGE SENIOR CENTER: *NO CLASSES 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: JUNE 18 & 19 (9 - 11AM)
 - BAIN CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
 - GLENWOOD SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
 - ELKRIDGE SENIOR CENTER: *NO CLASSES 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: JULY 23 & 24 (10AM - 12N) <= **NOTE THE 10AM STARTING TIME**
 - BAIN CENTER: JUNE 30 & JULY 1 (9 - 11AM)
 - GLENWOOD SENIOR CENTER: JUNE 11 & 12 (1 - 3PM); AUGUST 25 & 26 (1 - 3PM)
 - ELKRIDGE SENIOR CENTER: *NO CLASSES SCHEDULED DURING THESE MONTHS*
- ❖ **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; (9 - 11AM) - *STARTING JUNE 6*
 - GLENWOOD SENIOR CENTER: FRIDAYS (1 - 3PM)

SPECIAL CLASS OFFERINGS:

- ❖ **INTRODUCTION TO SPREADSHEETS USING MICROSOFT EXCEL, \$30 FEE (4 HOURS OF INSTRUCTION)**
"LEARN SOME OF THE MANY USES OF EXCEL, LIKE HOW TO USE A SPREADSHEET TO KEEP TRACK OF FINANCIAL INFORMATION"
 - GLENWOOD SENIOR CENTER: JULY 21 & 22 (1 - 3PM)

SPECIAL GENEALOGY OFFERINGS:

- ❖ **INTRODUCTION TO FAMILY TREE MAKER, \$30 FEE (4 HOURS OF INSTRUCTION)**
"LEARN ONE OF THE MOST POPULAR GENEALOGY COMPUTER SOFTWARE PROGRAMS"
 - GLENWOOD SENIOR CENTER: AUGUST 12 & 13 (10AM - 12N)
- ❖ **GENEALOGY SURFING THE INTERNET, \$30 FEE (4 HOURS OF INSTRUCTION)**
"LEARN ONE OF THE MOST POPULAR GENEALOGY COMPUTER SOFTWARE PROGRAMS"
 - GLENWOOD SENIOR CENTER: AUGUST 19 & 20 (10AM - 12N)