

Microsoft Office 2007 – Overview \$150

Friday, October 21

9am-3pm

This class offers an overview of the powerful features of Microsoft Word, Excel, PowerPoint and Outlook. We will cover basic skills, look at advanced features, and access Microsoft online tutorial for future learning.

Outlook Express

\$54

Tuesday, October 25

9:30am-noon

Learn to read, write and send email messages; print and delete messages, use the reply and forward features and use the address book. This course provides plenty of practice time to become comfortable with the basics. *Prerequisite:* basic computer skills

Mac University

<i>iPad Basics:</i>	\$110.88	Thursday, Sept.29	1-3:30pm
<i>Macs For Beginners:</i>	\$166.88	Thursdays, Oct 6-Oct.27	1-3:30pm
<i>Mac Fundamentals:</i>	\$278.88	Thursdays, Nov.3 -Dec.15	1-3:30pm

Macs for Beginners is designed for the true novice and introduces the basics of using a Mac, as well as the most common applications people use. **Mac Fundamentals** goes further, introducing you to almost all of the tools that come as part of the Mac Operating System.

Computer Club

The SHOAL Centre Computer Club allows participants to attend non-instructional drop-in sessions. There is a volunteer attendant on duty who is available to answer your questions as you work on your personal projects at your own pace. Share your knowledge with other club members and learn something new! Feel free to bring your own laptop or use one of our computers (PC with Windows 7 software). All levels welcome.

\$1.75 SHOAL Centre Members (plus \$45 SHOAL membership fee)

\$5 Non-Members

Friday Afternoons

1:30-3:30pm



Computer Lab Bookings

The SHOAL Centre Computer Lab is available for bookings at a cost of \$60 per hour or \$400 per day (maximum of 8 hours). The lab has 10 workstations and an instructor station. There is a large meeting table in the Lab and a projector/screen for presentations or training. Choose from Microsoft Office 2007 or 2010 programs. Please contact SHOAL Centre at 250-656-5537 for more information about Computer Lab Bookings and availability. Great for businesses, private and community groups.

SHOAL Activity Centre Computer Programs Fall 2011



Come Learn With Us!



10030 Resthaven Drive
Sidney, BC
Phone: 250-656-5537
Web site: www.beaconcs.ca

Digital Photography

How To Use Your Camera \$44/session or \$76 for both Digital Photography courses
Tuesday, September 20 or Thursday, November 10 1-3pm

Just starting out with a digital camera? Learn how to use the numerous features your camera offers to capture great memories. Bring your point-and-shoot digital camera (or DSLR if you're a novice) and the following: camera manual, fresh batteries, and an empty media card. We will be taking photos and learning how to get the most out of these clever gadgets. Beginners welcome.

What To Do With Your Pictures \$44/session or \$76 for both Digital Photography courses
Tuesday, September 27 or Thursday, November 24 1-3pm

Are you unsure of what to do with all the great photos and memories stored on your digital camera? Learn how to get printed photos from your digital camera, transfer the photos to your computer, share them with family and friends, store them electronically and make backups. Bring your digital camera and the following: camera manual, fresh batteries, and a media (memory) card for your camera. Beginners welcome.

Computers Don't Byte (Level 1) \$54

Monday, September 26 9am-noon
or Wednesday, November 23 1-4pm

Learn the absolute basics and rise above the intimidation that comes with the computer age. Learn about bits and bytes and how computers work. You will use some of the free programs that come with your computer to practice using the mouse and keyboard. This class includes an introduction to Windows 7.

Computers Don't Byte (Level 2) \$54

Tuesday, October 11 9am-noon
or Wednesday, November 30 1-4pm

After Computers Don't Byte (Level 1), continue to build your skills and confidence. Learn basic keyboard editing and formatting techniques; send documents and photos by email; change your desktop pictures, screensavers and other Windows features; discussion on viruses, spyware and basic computer maintenance tips.

Fun With Photos

\$54 each or \$145 for all three

These Workshops use the free Picasa program from Google. *Please feel free to bring your laptop and camera to the classes if you would like to work with your own equipment and photos.*

Workshop #1

Monday, September 26 1-3:30pm
or Wednesday, November 23 9:30am-noon

BASICS: Find, group and rearrange photos; run slide shows; edit, crop and add special effects; email and print photos; and download photos from a camera. *Prerequisite:* Basic computer skills.

Workshop #2

Tuesday, October 11 1-3:30pm
or Wednesday, November 30 9:30am-noon

CREATE: Collages, posters, screensavers and movies; more on editing; create a gift CD. *Prerequisite:* Workshop 1 Skills.

Workshop #3

Tuesday, October 25 1-3:30pm

MORE: Create back-ups; copy photos to a CD, DVD or a flash drive; resize photos; use filters and tags to quickly locate photos: demo of Picasa Web Albums. *Prerequisite:* Workshop 1 Skills.

Excel 2007 \$150

Monday, September 19 9am-3pm

Create a basic spreadsheet, add/delete rows and columns, create your own formulas and move and copy information. Format cells (numbers, font size, centering, borders, shading and dates). Pre-requisite: Basic computer knowledge.

Microsoft Word 2007 \$150

Tuesday, October 4 9am-3pm

The new Microsoft Office 2007 and 2010 suites have a very new look. This class will help you to quickly and easily navigate and utilize these new design features plus offer tips on how to find features used in older versions and access tutorials for future learning. Features covered will include creating basic documents, formatting, using spell-check and the thesaurus and accessing built-in templates that make creating professional looking documents a breeze. We will also look at the very useful tables function. If you are looking for work or want to polish your skills, this class is a must.

All prices include HST

To register or for more information please contact 250-656-5537