

COURSE DESCRIPTIONS FOR THE ELLICOTTVILLE LEARNING CENTER

Digital Photos 101 NEW!

Learn how to use the settings on your digital camera beyond “point and shoot”; did you know what ISO and F stops were and how they can help your picture taking. (3 Hrs.)

Digital Photos 201 NEW!

Now that you know how to use the settings on your camera this will be a lab to take pictures inside and outside and then critique them on the computer and experiment with changing your settings (3 Hrs.)

Photo Restoration NEW!

Do you have old photos or even new photos that are less than perfect and you would like get enlargements but can't because of their imperfections. This class will show you how to restore those photos. Bring them with you. (4 Hrs.)

Making Presentations with Digital Photos NEW!

This class will show you how to put your pictures into a slideshow with music that you can play on your computer or TV through the DVD player. (3 Hrs.)

Access Level 1

Designing and editing a database structure, inputting the records into computer. *Some computer experiences is necessary for this course* (8 Hrs.)

Access Level 2

Prerequisite: Access Level 1. Learn sub forms, customization, calculated controls, customizing reports and command buttons. *You must have computer experience for this course.* (8 Hrs.)

Access Level 3

Prerequisite: Access Level 1 & 2. Learn advanced sub forms, advanced customizing of reports, integration with Word and Excel. (8 Hrs.)

The Drawing Toolbar

Available in Word, Excel, & PowerPoint, learn how to create easy organizational charts and diagrams, use Word Art to jazz up a document, insert shapes and lines, and more. (5 Hrs.)

E-Mail Basics

Learn how to make email a powerful organizational and communication tool. Create an extra email account using Gmail through Google. Learn save mail, reply & forward messages, send and receive attachments, use the calendar features and more (4 Hrs.)

Excel Level 1

Learn the basics of this popular spreadsheet software. Creating and editing a simple workbook, how to work with toolbars, multisheets, menus and formulas. (9 Hrs)

Excel Level 2

Prerequisite: Excel Level 1. Learn templates, sorting, filtering, using subtotals, formulas for analyzing data, importing & exporting data and more. (7 Hrs.)

Excel Level 3

Prerequisite: Excel Level 1 & 2. Learn macros, customized menus & toolbars, filtering, styles, outlines, graphics, and much more. (7 Hrs.)

Tips and Tricks for Excel

Great tools to make using Excel more effective and fun! Basic knowledge of Excel is necessary for the class. (3 Hrs.)

Intro to Computers 1

For the “true” beginner; use of the mouse and keyboard; getting use to the desktop and how to find programs, introductory setting of the desktop design and screensaver, use of My Computer and My Documents.

Intro to Computers 2

Learning how to save, name, and organize your files & folders, back up your files, basic computer maintenance, customizing your desktop, and more.
(Combined Computers 1 and 2 is 9 Hrs.)

Digital Photos w/Picasa

Learn the basics of editing your digital photos with the free software from Picasa (Google); we will also create web albums to share with family and friends. (6 Hrs.)



Windows Files & Folders

Learn organizing, managing, and backing up your files on your PC. (3 Hrs.)

Using the Internet

This class walks students through the basics of the Internet, including how to do a basic search, using Portals, Internet safety, how to do research, read online newspapers, shop, make airline reservations, and more. It will also show you how to organize your favorite websites. (5 Hrs.)

Learn the IPOD

In this class you will learn how to use your IPOD to download music, books and pictures. It will help the student maximize their IPOD operation. You will also learn how to organize your music in iTunes. iTunes can be used to manage your music library and burn your own CDs even without an iPod. (3 Hrs.)

PowerPoint 1

Learn how to create a professional slide show presentation, add slides, titles, interesting backgrounds, transitions, animation, and more. (7 Hrs.)

Publisher

Publisher is a great tool for labels, flyers, brochures, cards, newsletters, resumes and more. This class will introduce students to different templates. It is useful to have some Word experience. (7 Hrs.)

QuickBooks Level 1

Learn to use this Accounting Production Application used by thousands of small businesses.

Must have computer experience. (9 Hrs.)

Quick Books Level 2 Will increase your working knowledge of the QuickBooks software. *Must have taken Level 1 first.* (6 Hrs)

Word Level 1

Learn to create and edit documents including formatting, aligning, and moving text (cut, copy, paste), introductory tables, preparing for printing and much more. (9 Hrs.)

Word Level 2

Prerequisite: Word 1. Use of templates, Styles & Formatting, advanced Tables, using columns, Mail Merge (including letters, labels, and envelopes), and graphics. (7 Hrs.)

Word Level 3

Prerequisite: Word 1 & 2. Advanced table techniques, columns, macros, creating forms, importing and exporting data, customizing menus & toolbars. (7 Hrs.)

Tips and Tricks for Word

Great tools to make using Word more effective and fun! Basic knowledge of Word is necessary for the class. (3 Hrs).