

COMPUTER & CAMERA CLUB WORKSHOPS PLANNED FOR 2009-2010

(WORKSHOPS ARE AVAILABLE FOR COMPUTER/CAMERA CLUB MEMBERS ONLY)

January 28, 2010

The Viewpoint Computer Club and the Viewpoint Camera Club are proud to bring you a series of classes/workshops for Calendar year 2009/10. Sign-up for the classes/workshops will be via "sign-up sheets" located on the West wall of the "Computer Lab". Before you sign-up, you will need to purchase class/workshop **vouchers** at one of the regular computer/camera club meetings. The cost of classes will be as follows:

- \$4.00 for one class
- \$10.00 for three classes, (\$3.33/class) } (Covers class expenses only)
- No refunds for vouchers purchased. If you use a voucher for a class and cancel yourself out of the class 5 days prior to the class being given, you can request a replacement voucher at a club meeting.
- If you use your voucher for a class and the class is canceled **for any reason**, voucher cost will be refunded or you may request a replacement voucher.

After you sign-up for a class, **you will need to attach one of your vouchers to the sign-up sheet behind your name.**

Please review the class requirements for each class you plan to attend. Classes will focus only on the topic addressed in the class syllabus. If you need help operating your computer or finding your files, you will need to take one or all of the following classes prior to taking more advanced classes.

- Computer Basics
- Computer Intermediate
- Computer file management

Computer Basics : This workshop is for those who want to become more comfortable using a computer. Will start out at the beginning (turning on your computer), what is a mouse, how to click and drag items to new locations, how to get on the Internet and work up to Computer Intermediate. Will require 5 to sign up in order for the workshop to be taught. Workshop size limited to 10.

- 12-3-09 — 1:30—4:00PM — Computer Lab (This workshop will use Lab computers or your laptop)
—Workshop will be repeated again on —
- 1-5-10 — 1:30-4:00PM — Computer Lab (This workshop will use Lab computers or your laptop)
—Workshop will be repeated again on —
- 2-2-10 — 1:30 to 4:00PM — Computer Lab (This workshop will use Lab computers or your laptop)

How to Purchase a Digital Camera: This workshop will discuss the "how to's" of purchasing a digital camera. What is available, what is important and what the specifications mean. This workshop is a must for anyone wanting to purchase a new camera. Workshop will be limited to 25.

- 12-10-09 — 1:30—4:00PM — Computer Classroom

Windows Movie Maker (XP & Vista) / Windows Live Movie Maker (Windows 7): If you want to know more about how to make a movie out of your pictures, which can include videos, and then burn a DVD for playing on any DVD TV, you need to come to this workshop. This workshop will be taught in the Computer Lab, but you can bring your own laptop if you want. Bring a blank CD or DVD to class to output your movie—CD's and DVD's will be available if you do not have one. Will require 5 to sign up in order for the workshop to be taught. Workshop size limited to 10.

- 1--7-10 — 1:30-4:00PM — Computer Lab (This workshop will use Lab computers or your laptop)

Computer Intermediate : This workshop is for those who are comfortable with Computer Basics and will work up to the next workshop on "Computer file management system" (computer 101). Will require 5 to sign up in order for the workshop to be taught. Workshop size limited to 10.

- 1-11-10 — 1:30 to 4:00PM — Computer Lab (This workshop will use Lab computers or your laptop)
—Workshop will be repeated again on —
- 1-25-10 — 1:30 to 4:00PM — Computer Lab (This workshop will use Lab computers or your laptop)
—Workshop will be repeated again on —
- 2-9-10 — 1:30 to 4:00PM — Computer Lab (This workshop will use Lab computers or your laptop)
—Workshop will be repeated again on —
- 2-23-10 — 1:30-4:00PM— Computer Lab (This workshop will use Lab computers or your laptop)

Computer File Management for XP - "Computer 101" (2 sessions): This workshop is for those who want to know more about the Windows file management system and will allow the student to become comfortable with files, folders, moving files including pictures within the computer. It will show you how to set up a filing system to keep your computer organized. It will also help you find lost files (they are somewhere, but who knows where the computer put them). Will require 5 to sign up in order for the workshop to be taught. Workshop size limited to 10.

Workshop will use Computer Lab Machines running XP

- 1/14/10 — 1:30 to 4:00PM — Computer Lab-(session 1 of 2)
 - 1/21/10 — 1:30 to 4:00PM — Computer Lab-(session 2 of 2)
- } One Class

Workshop will use Your Computer running XP (Bring your own Computer)

- 2/2/10 — 9:00 to 11:30AM — Computer Classroom-(session 1 of 2)
 - 2/9/10 — 9:00 to 11:30AM — Computer Classroom-(session 2 of 2)
- } One Class

Computer File Management for Vista Workshop: This workshop is for those who want to know more about the Windows file management system and will allow the student to become comfortable with files, folders, moving files including pictures within the computer. It will show you how to set up a filing system to keep your computer organized. It will also help you find lost files (they are somewhere, but who knows where the computer put them). Will require 5 to sign up in order for the workshop to be taught. Workshop size limited to 10.

1st-Workshop will use Computer Lab Machines running VISTA

- 1/28/10 — 1:30 to 4:00PM — Computer Lab

2nd-Workshop will use Computer Lab Machines running VISTA

- 2/11/10—1:30 to 4:00PM — Computer Lab

3rd-Workshop will use Computer Lab Machines running VISTA

- 2/18/10 — 1:30 to 4:00PM — Computer Lab

Microsoft Word: This is a 'basic' workshop designed to help you learn to use MS Word to write letters and other documents. Will require 5 to sign up in order for the class to be given and will be limited to a max. of 10 students. The class assumes that the student has a working knowledge of computers and has MS Word installed on home machine—(class will not cover computer basics or file management). Note there will be three (3) identical classes.

1st-Workshop will use Computer Lab Machines running Office 2007

- 12/8/09 — 1:30 to 3:30PM — Computer Lab

2nd-Workshop will use Computer Lab Machines running Office 2007

- 1/19/10 — 1:30 to 3:30PM—Computer Lab

3rd-Workshop will use Computer Lab Machines running Office 2007

- 1-29-10 — 1:30-3:30PM — Computer Lab

Microsoft Excel (101) — Introduction to Excel Workshop—(3 workshops): This workshop is for individuals who want to learn how to work with spreadsheets. The workshop will be taught in the Computer Lab and will use the Lab computers. . The class assumes that the student has a working knowledge of computers and has MS Excel installed on home machine—(class will not cover computer basics or file management). Will require 5 to sign up in order for the workshop to be taught. Workshop size limited to 10.

- 2/1/10 — 1:30 to 4:00 —Computer Lab (Session 1 of 3)
 - 2/8/10 — 1:30 to 4:00 —Computer Lab (Session 2 of 3)
 - 2/15/10 — 1:30 to 4:00 —Computer Lab (Session 3 of 3)
- } One Class

Picasa (3.5) Photo Organization: This workshop will show how to use the “free software” Picasa to manage your digital photos. The workshop will also introduce and use Picasa Photo Editing tools. The class assumes that the student has a working knowledge of computers —(class will not cover computer basics or file management). Will require 5 to sign up in order for the workshop to be taught and will be limited to 10 students.

- 1/12/10—1:30 to 4:00PM—Computer Lab
-Workshop will be taught again on -
- 1/22/10 — 1:30 to 4:00PM—Computer Lab
-Workshop will be taught again on -
- 2/4/10 — 1:30 to 4:00PM—Computer Lab
-Workshop will be taught again on -
- 2/19/10 — 1:30 to 4:00PM—Computer Lab
-Workshop will be taught again on -
- 2/25/10 — 1:30 to 4:00PM—Computer Lab

Introduction to Adobe Elements Photo Editing Software (workshop not a class): This is a more advanced presentation covering editing of your Digital Photo's and what you can do with this software. No computers required for the presentation. Presentation will require 5 to sign up in order for presentation to be given and will be limited to 15 participants.

- 2/1/10 — 1:30 to 3:00PM— Computer Classroom

Photo Story III Software: You will learn how to use this free software from Microsoft to put together a slide show story with a music background. Class will assume that the student has working knowledge of computers—(class will not cover computer basics or file management). Will require 5 to sign up for the workshop to be taught. Workshop size limited to 10.

- 1/15/10—1:30 to 4:00PM—Computer Lab
-Workshop will be taught again on -
- 2/28/10 —1:30 to 4:00PM — Computer Lab

Music Management—(discussion/workshop): (Bring your own headset to this class. A few headsets will be available for purchase at the class @ \$3.00 each) This workshop will address the broad subject of dealing with music/audio on your computer system. It will cover topics such as—

Windows Media Player &/or I-tunes for organizing and playing your music
Ripping CD's Cataloging Music Using music as part of your photo presentations

- This class assumes that the student has a working knowledge of computers—(class will not cover computer basics or file management). Will require 5 to sign up in order for the workshop to be taught and will be limited to 10 students. **Will require student to bring a pair of headphones or “ear buds” to class.**
- 1/18/10 — 1:30 to 4:00PM — Computer Lab
-Workshop will be taught again on -
- 2/22/10 — 1:30 to 4:00PM — Computer Lab

Computer Maintenance for XP: This workshop will address the broad subject of computer maintenance, from —

- Updates Disc Clean-up Scan Disk
- Defragmentation ETC

This workshop requires that you bring your own computer, using “**Windows XP**” to the workshop. Class will assume that the student has working knowledge of computers—(class will not cover computer basics or file management). Will require 5 to sign up in order for the workshop to be taught and will be limited to 10 students.

- 1/5/10—1:30—4:00PM—Hobby Room
-Workshop will be taught again on -
- 2/9/10—1:30—4:00PM—Activities Conf. Rm.

Computer Maintenance for Vista: This workshop will address the broad subject of computer maintenance, from

- Updates Disc Clean-up Scan Disk
- Defragmentation ETC

This workshop requires that you bring your own computer using “**Windows Vista**” or use the lab computer. Class will assume that the student has working knowledge of computers—(class will not cover computer basics or file management). Will require 5 to sign up in order for the workshop to be taught and will be limited to 10 students.

- 1/26/10 — 1:30—4:00PM — Computer Lab
-Workshop will be taught again on -
- 2/16/10—1:30—4:00PM—Computer Lab

VP Computer/Camera Club Classes

1/28/2010

CLASSES ARE AVAILABLE FOR COMPUTER/CAMERA CLUB MEMBERS ONLY.

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Sign-up sheets are posted on the west wall of the computer lab.

Monday	Tuesday	Wednesday	Thursday	Friday
2009				
Nov 2	Nov 3	Nov 4	Nov 5	Nov 6
Nov 9	Nov 10	Nov 11	Nov 12	Nov 13
Nov 16	Nov 17	Nov 18	Nov 19	Nov 20
Nov 23	Nov 24	Nov 25	Nov 26	Nov 27
Nov 30	Dec 1	Dec 2	Dec 3 1:30-4:00 Computer Basics	Dec 4
Dec 7 1:30-4:00 Computer Intermediate	Dec 8 1:30-3:30 MS-Word (2007)	Dec 9	Dec 10 1:30-4:00 How to purchase a digital camera	Dec 11
Dec 14	Dec 15	Dec 16	Dec 17	Dec 18
Dec 21	Dec 22	Dec 23	Dec 24	Dec 25
Dec 28	Dec 29	Dec 30	Dec 31	

- These workshops/classes taught in the "Computer Classroom"
- These workshops/classes taught in the "Computer Lab"

VP Computer/Camera Club Classes

Revised: 1/28/10

CLASSES ARE AVAILABLE FOR COMPUTER/CAMERA CLUB MEMBERS ONLY.

Sign-up sheets are posted on the west wall of the computer lab.

Monday	Tuesday	Wednesday	Thursday	Friday
2010				Jan 1
Jan 4	Jan 5 1:30-4:00 Computer Basics 1:30-4:00 Maintenance XP	Jan 6	Jan 7 1:30-4:00 Movie Maker	Jan 8
Jan 11 1:30-4:00 Computer Intermediate	Jan 12 1:30-4:00 Picasa	Jan 13	Jan 14 1:30-4:00 Computer File Mtg. for XP(1of2)	Jan 15 1:30-4:00 Photo Story 3
Jan 18 1:30-4:00 Music Mgt	Jan 19 1:30-3:30 MS Word (2007) 1:30-4:00 Maintenance Win7	Jan 20	Jan 21 1:30-4:00 Computer File Mtg. for XP(2of2)	Jan 22 1:30-4:00 Picasa
Jan 25 1:30-4:00 Computer Intermediate	Jan 26 1:30-4:00 Maintenance Vista	Jan 27	Jan 28 1:30-4:00 Computer File Mtg. for VISTA	Jan 29 1:30-3:30 MS Word (2007)
Feb 1 1:30-3:00 Elements Wrk shop 1:30-4:00 Excel 101 (1 of 3)	Feb 2 9:00-11:30 Computer File Mtg. for XP(1of2) 1:30-4:00 Computer Basics	Feb 3	Feb 4 1:30-4:00 Picasa	Feb 5 1:30-3:30 MS PowerPoint (2007) (1of2)
Feb 8 1:30-4:00 Excel 101 (2 for 3)	Feb 9 9:00-11:30 Computer File Mtg. for XP(2of2) 1:30-4:00 Computer Intermediate 1:30-4:00 Maintenance XP	Feb 10	Feb 11 1:30-4:00 Computer File Mtg. for VISTA	Feb 12 1:30-3:30 MS PowerPoint (2007) (2of2)
Feb 15 1:30-4:00 Excel 101 (3 of 3)	Feb 16 1:30-4:00 Maintenance Vista	Feb 17	Feb 18 1:30-4:00 Computer File Mtg. for VISTA	Feb 19 1:30-4:00 Picasa
Feb 22 1:30-4:00 Music Mgt	Feb 23 1:30-4:00 Computer Intermediate	Feb 24	Feb 25 1:30-4:00 Picasa	Feb 28 1:30-4:00 Photo Story 3
Mar 1	Mar 2	Mar 3	Mar 4	Mar 5
Mar 8	Mar 9	Mar 10	Mar 11	Mar 12
Mar 15	Mar 16	Mar 17	Mar 18	Mar 19

- ◆ These workshops/classes taught in the "Computer Classroom"
- ◆ These workshops/classes taught in the "Computer Lab"
- ◆ These workshops/classes taught in Hobby Room
- ◆ These workshops/classes taught in the Activities Conference Room