

Introduction to Microsoft® Word®

Hands-on experience learning Microsoft® WORD® word processing. Course covers: creating, editing, saving and printing text; formatting paragraphs and blocks of text; spell check; search and replace; graphics; and file management.

These classes run **9:00am- 11:00am**. If you have a group of five or more, an evening session can be arranged

Prerequisite: *If you have no experience using a personal computer, take the Introduction to the PC and Windows before attending this course.*

~2006~

L0675 Tues., Oct. 10, 17, 24, 31 Nov. 7, 14

~2007~

L0743 Tues., Jan. 30, Feb 6, 13, 20, 27, Mar. 6

L0754 Tues., Apr. 17, 24, May 3, 8, 15, 22

Minimum: 5 Maximum: 10
Cost: \$140

Introduction to Power Point®

Learn to make multimedia presentations using Microsoft® PowerPoint®. Class will cover the basic skills for creation of slides with animations, sounds, backgrounds and use of presentation software.

L0750 Tuesdays, March 20 & 27 9:00– 10:30am

(Evening sessions can be arranged for groups of five students or more)

Minimum: 5 Maximum: 10
Cost: \$50

NEW THIS YEAR EEK- A Mouse!

Do you or someone you know have a general phobia of computers? Are you an ABSOLUTE beginner? Come to this FUN, non-threatening class to get over that fear and get into computers!

Course covers: a gentle introduction to using a mouse, opening folders, starting programs and other absolute beginner computer concepts.

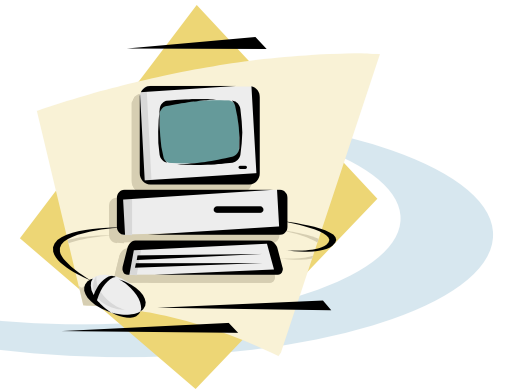
L0682 Wed. Oct. 4 9:30- 11:30 am

L0757 Wed. Jan. 24 9:30- 11:30am

L0758 Wed. Apr. 11 9:30- 11:30am

Min: 4 Max: 10
Cost: \$20

GSCBC Computers Classes for Adults 2006- 2007



These classes are designed with beginners in mind. Learn the “very beginning” basics involved in operating a personal computer in a way you will understand! Questions are welcome!
No beginner left behind!



Girl Scouts®
Where Girls Grow Strong™

Girl Scout Council of Bergen County
300 Forest Ave.
Paramus, NJ 07652
Phone: 201-967-8100
Fax: 201-967-7175
email: gsnancy.wieme@megapathdsl.net

201-967-8100

Introduction to the PC and Windows®

Hands on experience for the new PC user in a Windows environment.

Course covers: learning how to use a mouse; how to start, use and quit applications; how to navigate in Windows.

L0674 Tues., Oct. 3, 2006 9:00- 11:00am
L0741 Tues., Jan 23, 2007 9:00- 11:00am
L0751 Tues., Apr.10, 2007 9:00- 11:00am

Cost: \$25.00
Minimum: 4 Limit:10

Introduction To Microsoft® Excel®

Hands on experience using Microsoft® Excel®

Course covers: Basic spreadsheet concepts: entering and editing data, calculating formulas, graphing and printing worksheets.

L0742 Thurs., Jan. 25, Feb. 1, & 8 9:00– 11:00am

Min: 5 Max: 10
Cost: \$50

Digital Photo Fun

Two session class where students learn the basics of working with digital photos and then have some fun editing and manipulating images.

L0680 Mon., Nov. 6 & 13 9:30– 11:00am
L0681 Mon., Nov. 6 & 13 7:00– 8:30pm
L0746 Thurs., Mar. 1 & 8 9:30– 11:00am
L0747 Thurs., Mar. 1 & 8 7:00- 8:30pm
L0752 Thurs., Apr. 12 & 19 9:30– 11:00am
L0753 Wed., Apr. 12 & 19 7:00– 8:30pm

Min: 5 Max: 10
Cost: \$50

Intro to the Internet!

Take our introductory workshop and learn:

What is the Internet and how does it work?
What is the difference between a browser and a search engine?
How do I search effectively?
What is a bookmark?

~2006~

L06xx Thurs. Oct. 19 9:00- 11:00am
L06xx Thurs. Oct. 19 7:00– 9:00pm
L06xx Thurs. Nov. 30 9:00-11:00am

~2007~

L07xx Thurs. May. 3 9:00-11:00am
L07xx Thurs. May. 3 7:00-9:00pm

Minimum 4: Maximum: 10
Cost: \$25

Basic E-mail and Virus Protection

Students will set up a free Yahoo! e-mail account to learn e-mail basics such as: reading, composing, forwarding and replying to messages; saving and viewing attachments and keeping your computer free from viruses and computer worms.

~2006~

L06xx Wed. Oct. 26 9:00- 11:00am
L06xx Wed. Oct. 26 7:00– 9:00pm
L06xx Thurs. Dec. 7 9:00- 11:00am

~2007~

L07xx Thurs. May. 10 9:00-11:00am
L07xx Thurs. May. 10 7:00-9:00pm

Minimum 4: Maximum: 10
Cost: \$25

Note: There are no refunds unless a class is cancelled

GSCBC Computers for Adults 2006– 2007

Course Name _____

Date of Course _____

Time of Course _____

Fee: _____



Name _____

Address _____

Town, State, Zip Code _____

Phone _____

Method of Payment

- Check
 Visa
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**Mail with payment to:
Adult Computer Classes
Girl Scout Council of Bergen County
300 Forest Ave.
Paramus, NJ 07652**