

FREE

Community Computer Classes

The Redbank Valley School District is offering free computer classes for parents and community members, funded through the Federal Programs Grant. All classes will be at Redbank Valley Jr./Sr. High School from 6:00 PM to 8:00 PM. Each participant will reserve his/her seat for each class with \$5, which must be paid at the time of registration. The \$5 will be refunded upon completion of each class. If school is canceled or dismissed early due to inclement weather, the class scheduled for that evening will be canceled. The instructor will contact registered participants to reschedule the class at a later date.

Community Computer Class Schedule

- Tues, Feb 3rd **Using Your Computer** (*turning on/off, saving in folders, using your mouse, hardware, storage devices, searching for missing files, buttons, bars and tabs*)
- Wed, Feb 4th **Using Printers and Scanners** (*using printers to print labels and envelopes, using scanners to scan text and images*)
- Thurs, Feb 5th **Creating Your Own Webpage – Level 1** (*basic webpage design*)
- Mon, Feb 9th **Internet – Level 1** (*basic Internet surfing, web browsers, and search engines*)
- Wed, Feb 11th **Creating Your Own Webpage – Level 2** (*opportunity to work with what you have started*)
- Thurs, Feb 12th **Internet – Level 2** (*printing and saving from the Internet, bookmarking, download a free program*)
- Tues, Feb 17th **Word 2007 – Level 1** (*the Word window, creating/saving/retrieving documents, basic formatting, printing and clipart*)
- Wed, Feb 18th **Word 2007 – Level 2** (*formatting – including envelopes, labels and mail merging*)
- Thurs, Feb 19th **Digital Camera Basics** (*resolution, zoom, batteries, storage and basic picture taking tips*)
- Tues, Feb 24th **Excel 2007 – Level 1** (*the Excel window, creating/saving/retrieving data entry and basic formulas*)
- Wed, Feb 25th **Excel 2007 – Level 2** (*more techniques, graphing of data, and printing*)
- Thurs, Feb 26th **Internet Fun with Your Kids** (*Each parent can bring one child. We will be exploring fun educational Internet resources, games and activities for you and your kids.*)
- Tues, March 3rd **PowerPoint 2007 – Level 1** (*the PowerPoint window, creating/saving/retrieving presentations, formatting and designing a presentation*)
- Wed, March 4th **PowerPoint 2007 – Level 2** (*more techniques – creating a slide show for sharing*)
- Thurs, March 5th **PhotoStory** (*Create a simple photo story using digital images, special effects, narration and background music*)

To register, fill out and detach the form below. Return with a check, cash, or money order payable to Redbank Valley High School (\$5 per person per class; refunded only upon completion of class). Send registration form and payment by **Friday, January 30th, 2009** to: Kathy Sturgeon, Secretary to the Director of Education, 920 Broad Street, New Bethlehem, PA 16242.

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Attendee Name: _____

Address: _____

Phone: _____ Email: _____

Amount Enclosed \$ _____ Circle method of payment: *check / cash / money order*

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| <input type="checkbox"/> Using Your Computer | <input type="checkbox"/> Word 2007 – Level 2 |
| <input type="checkbox"/> Using Printers and Scanners | <input type="checkbox"/> Digital Camera Basics |
| <input type="checkbox"/> Creating Your Own Webpage – Level 1 | <input type="checkbox"/> Excel 2007 – Level 1 |
| <input type="checkbox"/> Internet – Level 1 | <input type="checkbox"/> Excel 2007 – Level 2 |
| <input type="checkbox"/> Creating Your Own Webpage – Level 2 | <input type="checkbox"/> Internet Fun with Your Kids |
| <input type="checkbox"/> Internet – Level 2 | <input type="checkbox"/> PowerPoint 2007 – Level 1 |
| <input type="checkbox"/> Word 2007 – Level 1 | <input type="checkbox"/> PowerPoint 2007 – Level 2 |
| | <input type="checkbox"/> PhotoStory |