



50 Plus Computer Learning Center

580 First Bank Drive, Palatine, IL

Computer Instruction for Those 50 and Over

SUMMER 2010 COMPUTER CLASS SCHEDULE

REGISTRATION – Registration at PTSCC, 505 S Quentin

Thur., June 24, 2010 --10am - 1pm

(Last Day to Register – Tue, July 6)

Classes begin the week of July 19

Workshop Registration information on pages 2 & 3

SeniorNet application on page 9 if not already a member of SeniorNet

Workshops designed to develop the skills of adults (50+) in an understandable, enjoyable and friendly way!

For More Info, Call 847-991-1112 or visit

www.50pluscomputers.org



#WIN-07 – Introduction to Microsoft Windows 7

(description on page 7 or at www.50pluscomputers.org/intro7.htm)

#WIN-08 – Editing Pictures in Windows 7

(description on page 8 or at www.50pluscomputers.org/pictures.htm)

#CBS-15 – Practicing Safe Computing

(description on page 5 or at www.50pluscomputers.org/safecomputing.htm)

#UAP-23 – Windows 7 Movie Maker

(description on page 8 or at www.50pluscomputers.org/moviemaker.htm)

NEW COURSE NUMBERING CODES

CBS–Computer Basics

INT-Internet/Email

MOF–Microsoft Office

WIN–Microsoft Windows

UAP–Useful Applications

50 Plus Computer Learning Center – Registration Form – Session 3/ Summer 2010

Name		Date	Last 4 digits of SSN (for record-keeping purposes) XXX-XX- ____-____
Street,	City,	Zip	
Phone	Email		Birth Date
PTSCC Member (local) <input type="checkbox"/> Yes <input type="checkbox"/> No		Senior Net Member (national) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Workshops (For workshops, member fees apply to those who are currently active members of SeniorNet)

#	Day(s)	Date(s)	Time	Workshop	Fee			Total
					Member	NonMember	Materials	
CBS-03	Fri	Aug 27	10:00am	Computer Housekeeping	\$10	\$15	\$5	_____
CBS-15	Tue	Aug 24	3:30pm	Practicing Safe Computing	\$10	\$15	\$5	_____
MOF-12	Thurs	July 22 & 29	10:00am	Access 2007 Intermediate	\$15	\$20	\$5	_____
MOF-13	Wed	Aug 11	10:00am	Mail Merge	\$10	\$15	\$5	_____
MOF-16	Wed	Aug 4	1:00pm	Power Point Picture & Graphics	\$10	\$15	\$5	_____
MOF-17	Wed	Aug 11	1:00pm	Automating/Animating Power Point	\$10	\$15	\$5	_____
WIN-03	Tues	Jul 20	10:00am	File Management	\$10	\$15	\$5	_____
WIN-07	Tues	Jul 27 & Aug 3	10:00am	Introduction to Windows 7	\$15	\$20	\$5	_____
WIN-08	Wed	Aug 18 & 25	1:00pm	Editing Pictures in Windows 7	\$15	\$20	\$10	_____
UAP-07	Wed	Jul 21	10:00am	Moving Pictures from Camera to PC	\$10	\$15	\$5	_____
UAP-23	Fri	Aug 13 & 20	10:00am	Windows 7 Movie Maker	\$15	\$20	\$10	_____

TOTAL ALL CLASSES AND WORKSHOPS
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Don't forget the free Open Lab on Thursday during the Summer Session from 3pm to 5pm

We hope that you will consider making a contribution to PTSCC. Your generosity will enable 50+ Computer Learning Center to continue its outreach to older adults of all economic levels.

Included is my tax-deductible contribution of:

_____ \$30 _____ \$50 _____ \$100 _____ \$250 Other \$ _____

Information and Fees – Summer 2010 Session

What is the Palatine 50 Plus Computer Learning Center?

We are a group of volunteers aged 50 and over offering computer classes specially designed for seniors. This program, offered by the Palatine Township Senior Citizens Council, is affiliated with SeniorNet, a national nonprofit organization. Each student has their own computer. Each class is taught by a trained instructor, and coaches in each class provide individual attention and support. Course materials are prepared with seniors in mind, including clear step-by-step instructions, repetitive reinforcement and a slow, even pace. This makes the 50 Plus learning experience ideally suited to seniors learning to use the computer.

Registration

- You may register for the summer session in one of two ways
 - **MAIL-IN:** If you have taken classes with us before, complete the registration form on the preceding page and mail it to the Palatine Township Senior Citizens Council no later than Fri, June 18, along with your check for the total amount of the fees and your SeniorNet Application and fees, if applicable
 - **IN PERSON:** Bring your registration booklet with you to in-person registration at the Palatine Senior Center on **Thursday, June 24 between 10am and 1pm.**
- To complete the registration form, please:
 - Fill out your name and address at the top of the form
 - Circle the workshop fees and materials charges for any workshop for which you wish to register, and write the total for that workshop in the Total Column
 - Add the total amount for each workshop, and write the Total of All Workshops in the space provided
 - The check for workshops should be made payable to PTSCC (Palatine Township Senior Citizens Council)



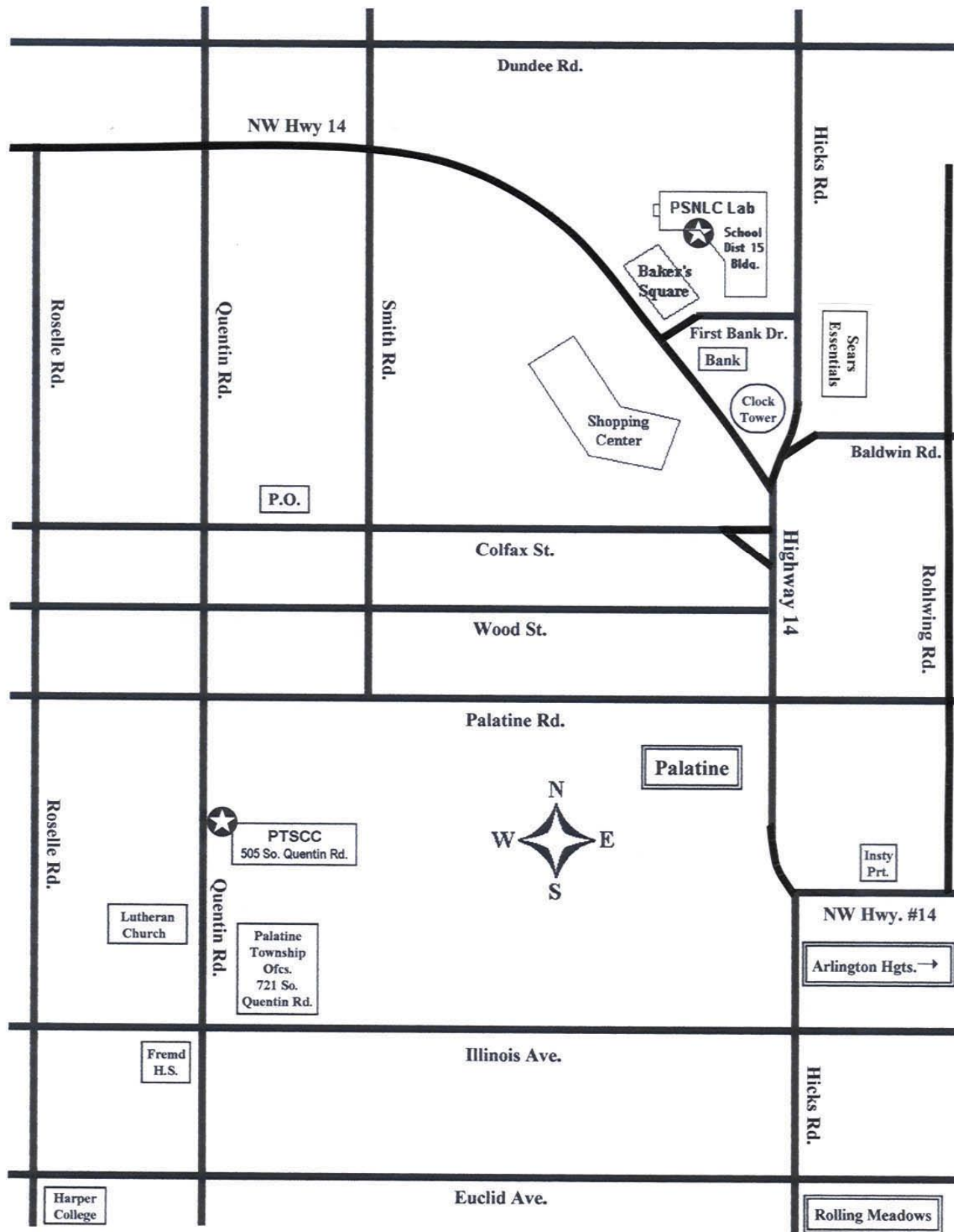
FOR INFO CALL (847) 991-1112

Classes Begin: Monday, July 19, 2010

Classes End: Friday, Aug. 27, 2010

Payment may be made by credit card only if registering in Person.

THERE ARE NO REFUNDS AFTER CLASSES BEGIN, MONDAY, JULY 19



**Classes Held at the Palatine Senior Net Computer Lab
 In the School District 15 Administrative Offices
 580 N First Bank Drive
 Palatine, IL 60067**

WORKSHOP DESCRIPTIONS

#CBS-03— Computer Housekeeping – more complete info at www.50pluscomputers.org/housekeeping.htm

<p><u>Who should take this?</u> Anyone with a computer that has gotten slower, takes longer to boot up and you want to do something about it</p>	<p><u>What will you learn?</u> We will cover housekeeping utilities that come with your computer that few people regularly use, including Scandisk, Defrag, Disk Cleanup and Backup. We will also cover:</p> <ul style="list-style-type: none"> • How to make your web browser run faster • Options for automating Microsoft Update • Anti-virus and anti-spyware programs <p>Removing software and files from your computer</p>	<p><u>When is it?</u> Fri., Aug. 27 10:00am-12:00pm</p> <p><u>Who teaches it?</u> Mike Thompson</p>
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#CBS-15— Practicing Safe Computing – more complete info at www.50pluscomputers.org/safecomputing.htm

<p>Computer users who want to learn more about the threats to using computers safely and how to protect against these threats.</p>	<p>This workshop will teach you about:</p> <ul style="list-style-type: none"> • Viruses, malware, spam, phishing, identity theft and other bad-guy stuff • Basic programs to help keep you safe • Tips and tricks for email and surfing to keep you out of trouble <p><u>Students should be familiar with computers, the internet and email.</u></p>	<p><u>When is it?</u> Tues., Aug. 24 3:30 pm-5:30 pm</p> <p><u>Who teaches it?</u> Bill Little</p>
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#MOF-12— Microsoft Access 2007--Intermediate –more info at www.50pluscomputers.org/access-int.htm

<p>Computer users familiar with Microsoft Access who want to learn more advanced techniques and procedures to create more sophisticated databases</p>	<p>This Intermediate Access workshop will build on the materials covered in the introductory workshop and teach more complex functions and operations. In this workshop you will learn:</p> <ul style="list-style-type: none"> • Creating and using multi-table databases • Establishing relationships between tables • Using the Query Wizard to ask questions and get data from the database • Using the Report Wizard and Form Wizard to create reports and forms <p>THIS IS AN ADVANCED WORKSHOP AND REQUIRES BASIC KNOWLEDGE OF MICROSOFT ACCESS AND EXCELLENT MOUSE SKILLS</p>	<p><u>When is it?</u> Thurs, July 22 & 29 10:00am-12:00 pm</p> <p><u>Who teaches it?</u> Mike Thompson</p>
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WORKSHOP DESCRIPTIONS

#MOF-13—Mail Merge –more info at www.50pluscomputers.org/labels.htm

<p><u>Who should take this?</u> Anyone planning an event or wanting to make sending your Christmas cards an easier, less time consuming task. This workshop is definitely for you.</p>	<p><u>What will you learn?</u> You will learn to use your own database for the addresses on your envelopes and/or labels and apply them all in six easy steps. The emphasis will be on envelopes, but labels will be discussed as time allows.</p>	<p><u>When is it?</u> Wed., Aug. 11 10:00am - 12:00pm</p> <p><u>Who teaches it?</u> Peg Sichak</p>
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#MOF-16—PowerPoint Pix & Graphics – more info at www.50pluscomputers.org/pptgraphics.htm

<p>If you know how to create a presentation in PowerPoint and want to spice it up with pictures or graphics from your computer or the web.</p>	<p>In this two hour workshop, we will show you how to use PowerPoint 2007 to find and add pictures and graphics to a presentation in PowerPoint. This workshop will include:</p> <ul style="list-style-type: none"> • Finding pictures and graphics on your computer and the web and inserting them into a presentation • Formatting, resizing and cropping pictures • Inserting and formatting Autosshapes • Combining pictures and other graphics <p>Come learn to add zip to your presentations. PRE-REQUISITE: Intro to Computers, Microsoft Word and PowerPoint Basics or equivalent</p>	<p><u>When is it?</u> Wed., Aug. 4 1:00pm–3:00pm</p> <p><u>Who teaches it?</u> Mike Thompson</p>
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#MOF-17—PowerPoint—Animating & Automating – more info at www.50pluscomputers.org/pptauto.htm

<p>If you know how to create a presentation in PowerPoint and want to add music, sound or animation to your text and transitions.</p>	<p>In this two hour workshop, we will show you how to use PowerPoint 2007 to animate text and graphics, automate slide transitions and add music and sound to your presentation. This workshop will include:</p> <ul style="list-style-type: none"> • Formatting your text and graphics with motion and special effects • Creating special transitions as your presentation moves from slide to slide • Inserting music and sound into your presentation • Creating self-running presentations <p>Come learn to make to your presentations zoom across the screen. PRE-REQUISITE: Intro to Computers, Microsoft Word and PowerPoint Basics or equivalent</p>	<p><u>When is it?</u> Wed., Aug 11 1:00pm–3:00pm</p> <p><u>Who teaches it?</u> Mike Thompson</p>
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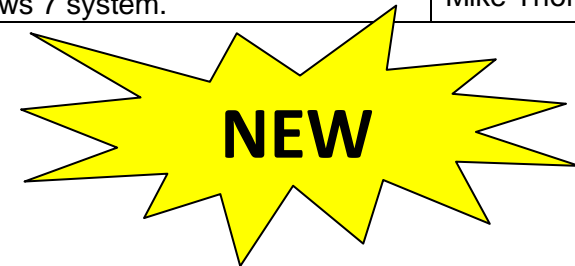
WORKSHOP DESCRIPTIONS

#WIN-03-- File Management – more complete info at www.50pluscomputers.org/filemgt.htm

<p><u>Who should take this?</u> Organizes your files so that you may be able to find them, when you want them; and keep you from asking that all important question. "What did I do with that file? I know that I saved it"!</p>	<p><u>What will you learn?</u> In the class you will learn various processes that occur when you save a file.</p> <ul style="list-style-type: none"> • Learning the difference between files and folders • Giving a file or folder a name that is familiar to you. • How to find files and folders using search • How to consolidate files into folders • Processes for naming folders and using various ways to name folders <p>The class is a hands-on training and will permit you to work with examples. You will receive a handout showing what we have discussed in class.</p> <p>PREREQUISITE-- BASIC SKILL USING THE KEYBOARD AND MOUSE</p>	<p><u>When is it?</u> Tues., July 20 10:00am - 12:00pm</p> <p><u>Who teaches it?</u> Don Mitchell</p>
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#WIN-07— Introduction to Windows 7 – more info at www.50pluscomputers.org/intro7.htm

<p>If you bought a new computer in the last year and got Windows 7, this workshop will show you the tips and tricks to use it and customize it.</p>	<p>In this new four hour workshop (two days), we will introduce you to the different look and features of Windows 7. This workshop will include:</p> <ul style="list-style-type: none"> • The look and feel of Windows 7 • Customizing Windows 7 to the way you work • What you need to make Windows 7 work well • Maintaining your computer with Windows 7 <p>This workshop will help you get the most out of your Windows 7 system.</p>	<p><u>When is it?</u> Tues., July 27 & Tues., Aug. 3 10:00am-12:00pm</p> <p><u>Who teaches it?</u> Mike Thompson</p>
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WORKSHOP DESCRIPTIONS

#WIN-08—Editing Pictures in Windows 7—more info at www.50pluscomputers.org/pictures.htm

<p><u>Who should take this?</u> Anyone with a Windows 7 or Vista computer who wants to use the simple picture editing program that's included with Windows</p>	<p><u>What will you learn?</u> In this four hour (two-day) workshop, you will learn how to use Windows Live Photo Gallery, the free photo management program used with Windows 7. With this you can:</p> <ul style="list-style-type: none"> • manage, tag, and search digital photos • import photos from a camera or other removable media; this program has the ability to view, select, and tag photos that are automatically grouped by date-taken. • share photos by uploading them to Windows Live Photos, Flickr and Facebook • view a photo's color histogram with shadow and highlight adjustment, or to adjust a photo's sharpness • stitching photos into panoramas using technology developed by Microsoft Research • batch resize photos and rotate videos, and • detect faces. <p>Windows Live Photo Gallery includes all the features of Windows Photo Gallery in Windows Vista as well as the new ones listed above</p>	<p><u>When is it?</u> Wed., Aug. 18 & 25 1:00pm – 3:00pm</p> <p><u>Who teaches it?</u> Mike Thompson</p>
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#UAP-07—Moving Pictures from Camera to PC—more info at www.50pluscomputers.org/camera.htm

<p>Anyone who recently received a digital camera or feels uncomfortable downloading pictures.</p>	<p>You will learn:</p> <ul style="list-style-type: none"> • how to find out where pictures are stored on memory cards, • how to create folders on computers, • how to transfer images from the camera to folders they created. <p>We will also discuss the 3 main image types and hints on taking better pictures.</p>	<p><u>When is it?</u> Wed, Jul. 21 10:00am -12:00pm</p> <p><u>Who teaches it?</u> Fred Masek</p>
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#UAP-23-- Windows Movie Maker— more complete info at www.50pluscomputers.org/moviemaker.htm

<p>Anyone who has pictures on their computer and would like to turn them into a movie containing text and music</p>	<p>Learn to use this easy-to-use program that is on your computer as part of Windows 7, Vista or XP to create your own movies using existing audio, video, or still pictures. You will:</p> <ul style="list-style-type: none"> • Add pictures, music or video • Add titles, video transitions, or effects, and • Save your final movie and share it with friends and family. <p>This workshop has been updated to include the new easy-to-use features in the Windows 7 version. This is one of the most fun workshops we offer!!!</p>	<p><u>When is it?</u> Fri., Aug. 13 & 20 10:00am-12:00pm</p> <p><u>Who teaches it?</u> Mike Thompson</p>
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Membership



SeniorNet, the unique nonprofit organization providing adults 50 and older access to and education for computer technology to enhance their lives and enable them to share their wisdom.

Member Information

New Member Renewing member
Member ID: _____
Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone: () _____ Year of Birth: _____
*E-mail Address: _____

My SeniorNet Learning Center is: _____

About You

The following statistical data is used when applying for grants that support SeniorNet. With your cooperation, these grants will enable us to offer you a broader range of quality benefits with your SeniorNet membership. We never share or sell your personal information.

Demographics

Male Female
Type of computer you own:
 PC Macintosh Do not own one
Skill level:
 Beginner Intermediate Advanced
Retired:
 Yes No Semi-Retired
Education:
 High School Graduated College
 Some College Masters or Higher

2010 Membership Fees (fees listed are per person)

1st-year member \$40.00 (\$60-couples registered together)
 Renewing member \$30.00

Contributions

We hope that you will consider making a contribution to our organization. Your generosity will enable SeniorNet to continue its outreach to older adults of all economic levels.

Included is my tax-deductible contribution of:

\$30 \$50 \$100 \$250 Other _____

Payment Information

Total Amount: \$ _____

Check enclosed. Please make checks payable to SeniorNet.

Bill my credit card

Visa MasterCard AMEX Discover

Card #: _____ Exp.: _____

Name on card: _____

Signature: _____

For fastest service, call: 571-203-7100

Or fax your application to: 703-871-3901

Or mail your application to the address listed below.

For office use only	
Received	Check

Membership fees and contributions made to SeniorNet are fully tax-deductible.

12801 Worldgate Drive, Suite 500 Hemdon, VA 20170 www.seniornet.org Phone-571-203-7100 Fax-703-871-3901

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Palatine Township Senior Center mission: *To provide programs and services which support the independence and well-being of older adults and promote their participation in the community.*

Palatine Township Senior Center is thankful to the following Corporate Members. Corporate memberships help PTSCC to provide services to active adults in the community. PTSCC is open to active adults 50 and over on a daily basis, Monday through Friday.

If you would like to join the team of corporate sponsors who help us provide social services as well as a variety of exciting activities and trips, please contact Carol Reagan at 847.991.1112.

- 50 Plus Computer Learning Center
- American Chartered Bank
- Bank of Palatine
- Blue Cross & Blue Shield of Illinois
- Brandt Financial Concepts, Inc.
- Comfort Keepers
- Cornerstone National Bank & Trust Co
- Harris Bank, Palatine
- Martin C. Kelley of Kelley, Kelley & Kelley Attorneys & Cnslrs. at Law
- Kiwanis Club of Palatine
- Lavelle Law, Ltd.
- ManorCare Health Services
- The Moorings of Arlington Heights
- Northrop Grumman
- Northwest Community Healthcare
- Tamarack, *Gracious Retirement Living*

Our continuing sponsors provide funds to PTSCC through grants, donation of space and care of the facility.

- AgeOptions
- Community Consolidated School District 15
- Palatine Park District
- Palatine Township
- NorthWest Suburban United Way
- Village of Palatine

PTSCC also sponsors a variety of annual fund raisers to generate support: The Gala, Girls Night Out, Wine Tasting and Year Long Raffle.

We are excited to have participants from almost 70 different communities, from Palatine and out to Cary, Hoffman Estates and Buffalo Grove. PTSCC has a strong Social Services Staff to assist you with Medicare part D, Circuit Breaker and much more.

We offer a variety of daily activities run by dedicated volunteers: Mah Jongg, Pinochle, Tai Chi, Ceramics and many others. The trip program at PTSCC offers a selection of destinations: theatre performances, casinos, museums, area festivals, plus overnight adventures.

PTSCC is happy to be able to sponsor the 50+ Computer Learning Center, and we are grateful to have a strong connection with District 15 so we can have a computer lab at their site.

It is the power of networking and sponsorships that keep the programs and the other wonderful opportunities for older active adults at PTSCC going.

Join us for one of our trips this year: Mystic Blue Cruise & Tall Ship Tour, Segway in Chicago, House on the Rock and many others. Travel the World in 2011 with PTSCC - Ireland, Tuscany & more. The tours are being offered by Fancy Free & Collette Vacations.

So much awaits you here at Palatine Township Senior Center. Call and receive a *Happenings* Newsletter, 847.991.1112, or check out our website, www.ptsc.org .

Palatine 50 Plus Computer Learning Center
Palatine Township Senior Citizens' Council
505 S. Quentin Road
Palatine, IL 60067
www.50pluscomputers.org
www.ptsc.org

MAIL IN OPTION

If you have taken a computer class with SeniorNet in 2007 - 2010, you are eligible to mail in your registration(s) and **check** payable to **PTSCC** for workshops, *prior to*

Friday, June 18.

Mail to:
Attn: Computer Classes
505 S. Quentin Rd.
Palatine, IL 60067

If you are joining SeniorNet, please make a separate check payable to **SeniorNet** with the form in this booklet.

On-Site REGISTRATION
IS required for NEW students.
Registration takes place on
Thurs., June 24, 2010
from 10am - 1pm

at the Palatine Township Senior Center
505 S. Quentin Road
Palatine, IL 60067

Classes begin the week of
Monday July 19, 2010 -
Friday Aug. 27.

at the CCSD 15 Administration Bldg.
580 First Bank Drive
Palatine, IL 60067

If you have any questions please contact
(847) 991-1112.