

Computer

Adult

Computer

MS Word I (18 years and older)

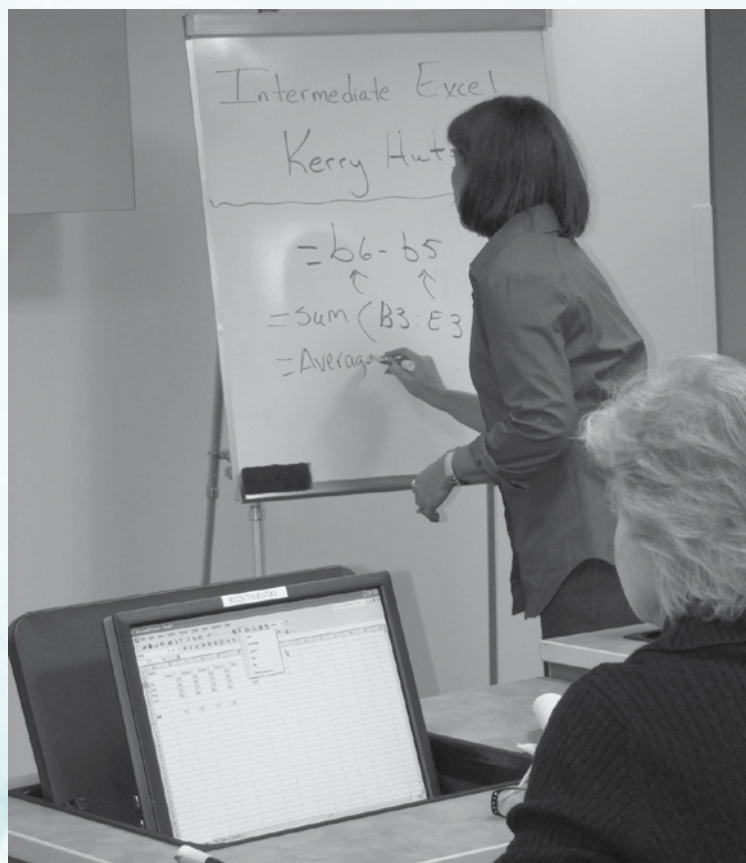
This class will help you master the basics of word processing. Students will learn to create and edit documents, use different fonts and formatting, cut and paste, set margins, and much more. Utilize these skills to create mailings, write your memoirs complete with electronic pictures, or add some organization to your personal files. Prerequisites: English language fluency, computer keyboard and mouse skills, and the ability to navigate windows proficiently. Beginning students are encouraged to take a Computer Literacy class or an equivalent class before taking this course.

2, 2.5-hour sessions at RCC Hunters Woods • \$40 (R)/\$80 (NR)
June 8, 9
 103234-0D Tue, Wed 7:00 p.m.- 9:30 p.m. Robichaud

MS Word II (18 years and older)

Learn to use more advanced Word tools including section formatting, headers and footers, extensive bulleted lists, columns, tables, text boxes and mail merging. Prerequisite: MS Word I.

2, 2.5-hour sessions at RCC Hunters Woods • \$40 (R)/\$80 (NR)
June 15, 16
 103224-0D Tue, Wed 7:00 p.m.- 9:30 p.m. Robichaud



MS Excel I (18 years and older)

Learn to create, edit, format, and manipulate spreadsheets, workbooks, or small databases by using formulas and/or charts to track data, perform accounting functions, build address lists, or do long-range planning. Prerequisites: English language fluency, computer keyboard and mouse skills, and the ability to navigate windows proficiently. Beginner students are encouraged to take a Computer Literacy class or an equivalent class before enrolling in this course.

2, 2.5-hour sessions at RCC Hunters Woods • \$40 (R)/\$80 (NR)
June 22, 23
 103233-0C Tue, Wed 7:00 p.m.- 9:30 p.m. Robichaud

MS Excel II (18 years and older)

Learn to organize, enhance, customize, and work with multiple spreadsheets and files by using advanced formatting tips and tricks and database features. Prerequisite: MS Excel I.

2, 2.5-hour sessions at RCC Hunters Woods • \$40 (R)/\$80 (NR)
June 29, 30
 103226-0E Tue, Wed 7:00 p.m.- 9:30 p.m. Robichaud

MS PowerPoint I (18 years and older)

Learn both the basics and the "bells and whistles" of Microsoft PowerPoint to create a powerful slide presentation using tables, pictures, graphs, sound, and text. Prerequisites: English language fluency, computer keyboard and mouse skills, and ability to navigate windows proficiently. Beginning students are encouraged to take a Computer Literacy class or an equivalent class before enrolling in this course.

2, 2.5-hour sessions at RCC Hunters Woods • \$40 (R)/\$80 (NR)
July 6, 7
 103236-1A Tue, Wed 7:00 p.m.- 9:30 p.m. Robichaud

MS PowerPoint II (18 years and older)

Using a structured class workbook, students will review basic skills and practice hands-on exercises to learn new skills such as advanced text formatting, working with objects, and AutoShapes. Students will practice using the Slide Master, creating custom templates, embedding charts and tables, and integrating PowerPoint with other MS Office applications. Prerequisite: MS Access I or previous experience with other database applications

2, 2.5-hour sessions at RCC Hunters Woods \$40 (R)/\$80 (NR)
July 13, 14
 102249-1A Tue, Wed 7:00 p.m.- 9:30 p.m. Robichaud

MS Access I (18 years and older)

Using a class workbook, tip sheet, and a directed hands-on project, students will learn the basic concepts of relational databases and how to create and work with tables and their fields of various data types. Students will explore the power, ease, and utility of MS Access through the use of its built in examples, toolbox, and wizards; basic table, form, query and report design; record handling and related sorting and filtering. Prerequisite: Previous experience with Windows and either Word, Excel, Outlook, or PowerPoint.

2, 2.5-hour sessions at RCC Hunters Woods • \$40 (R)/\$80 (NR)
July 20, 21
 102240-1A Tue, Wed 7:00 p.m.- 9:30 p.m. Robichaud

MS Access II (18 years and older)

Using a class workbook and a directed hands-on project, students will develop a database application with custom designed forms, reports, and menus. Students will learn about data normalization and advanced query construction, how to modify table relationships, and how to import/export data, in addition to exploring advanced form and report design properties. Students will be introduced to developing networked applications, along with database analysis and documentation. Students will also be introduced to Visual Basic (for applications) and event actions. Prerequisite: MS Access I or previous experience with other database applications.

2, 2.5-hour sessions at RCC Hunters Woods • \$40 (R)/\$80 (NR)

August 3, 5

102241-1A Tue, Thu 7:00 p.m.- 9:30 p.m.

Robichaud

MS Outlook (18 years and older)

Learn to manage your time and communications more effectively and improve your efficiency both at work and at home. Outlook's powerful communication and organization capabilities allow users to manage schedules, tasks, notes, contacts, and email all from one location. Students will schedule, edit, and share calendar entries, create and use contact lists, track tasks, and utilize the notes feature. Prerequisites: Beginning to Intermediate Word Processing and Windows experience including knowledge of navigating.

2, 2-hour sessions at RCC Hunters Woods

\$40 (R)/\$80 (NR)

August 24- 25

103222-1A Tue, Wed 7:00 p.m.- 9:00 p.m. Robichaud

Computer

Digital
Photography

Digital Photography

Adult

Introduction to Digital Photography & Editing (18 years and older)

This is a three-day course introducing various aspects of digital photography. Learn about digital cameras, scanners, photographic file formats, and beginning photo editing. In addition, explore how to use, display, and share your photos. This is not recommended for beginning computer users. Prerequisite: MS Word II.

3, 2-hour sessions at RCC Hunters Woods • \$60 (R)/\$120 (NR)

July 26- 28

103301-1A Mon-Wed 7:00 p.m.- 9:00 p.m. Lazear

Exploring Camera Features (18 years and older)

Want to get more out of your digital camera? Expand your use of your digital camera by exploring some of its many features. Students will learn the following skills in this hands-on workshop:

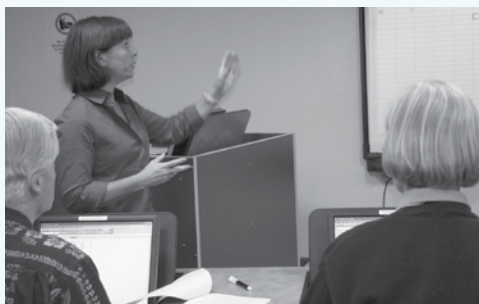
- Adjust the resolution (to get more pictures on a film card)
- Set the flash (on, off, or for red-eye)
- Delete poor pictures (while still in the camera)
- Take self-timer pictures (to get in the picture, too)
- Take a burst of pictures (to capture a quick action)
- Take long exposure photos (to capture a night scene)
- Take short videos (to add dimensions of sound and motion)

Students should bring their camera, camera manual, and spare batteries or AC adapter.

2, 2-hour session at RCC Hunters Woods • \$45 (R)/\$90 (NR)

August 2, 4

102242-1A Mon, Wed 7:00 p.m.- 9:00 p.m. Lazear



Intermediate Photo Editing (18 years and older)

This two-day course [formerly called Adobe Photoshop Elements Level 1] begins your in-depth look at digital photo editing with Adobe Photoshop Elements software. Learn to use various editing tools, filters, and techniques. Start to explore aspects of layers. Learn to select parts of a photo to correct or to paste into another photo. Prerequisite: Introduction to Digital Photography and Editing.

2, 2-hour sessions at RCC Hunters Woods • \$45 (R)/\$90 (NR)

August 9, 10

103310-1A Mon, Tue 7:00 p.m.- 9:00 p.m. Lazear

Advanced Photo Editing: Lighting and Colors (18 years and older)

This two-day course explores the tools and capabilities associated with adjusting light and colors of photos in Adobe Photoshop Elements. Learn the power of histograms and how they help to adjust lighting levels. Enhance lighting and colors with dodge, burn, and saturation techniques. Explore the setting and usage of foreground and background colors and their use with tools. Prerequisite: Intermediate Photo Editing [formerly called Adobe Photoshop Elements Level 1].

2, 2-hour sessions at RCC Hunters Woods • \$45 (R)/\$90 (NR)

August 11, 12

103308-1A Wed, Thu 7:00 p.m.- 9:00 p.m. Lazear

Organizing your Digital Photos (18 years and older)

Are you being swamped by your digital photos? Do you want to organize your photos so you can find them again? If so, then this three-day course is for you. Learn about strengths and weaknesses of software alternatives for organizing photos. Discuss ways to name your photos and albums for retrieval. In addition, learn backup strategies for preserving your digital "negatives."

3, 2-hour sessions at RCC Hunters Woods • \$60 (R)/\$120 (NR)

August 16- 18

103302-1A Mon-Wed 7:00 p.m.- 9:00 p.m. Lazear