

Winter/Spring 2012 Session Topics

* Revised February 8, 2012

Meeting the needs of our members is paramount. Therefore, changes may be made along the way to cover topics not included below. *Dan Phelka - Instructor*

Date	Session Name	Topics Covered (Very General)
Nov 14 2011	Welcome	Welcome to PebbleCreek Computer Club. Introduction of officers and explanation of plan for the year. Getting a feel for membership demographics. Some discussion of computer basics, operating systems, computer applications and brief description of viruses - a topic that it seems is on everyone's mind. Questions and Answers. Windows 7 vs. older versions of Windows.
Jan 2 2012	No Meeting	Due to proximity to the holidays, with many people still traveling and many activities still going on there will be no meeting on this Monday. Everything has been shifted to a week later.
Jan 9 2012	Getting Started	What to consider when buying a computer. Some basic Definitions. General discussion for beginners. Handout consists of frequently asked questions (FAQ) and their answers. Throughout this year I will have two computers at the Monday Sessions - one with Windows XP and one with Windows 7. Vista is similar enough to Win7 so a third machine isn't needed/
Jan 16	Windows 1	How to use the start menu and change its format. Quick Launch menu. Using the 'pin' feature in Win7. How to alter display properties to personalize your computer. What's in the control panel with discussion of things you can change and things you shouldn't change. Working with Windows Explorer (different from Internet Explorer) to organize your files and folders. Keeping a computer efficient and safe. Virus checkers and Spyware checkers discussed. Win 7 vs. Vista vs. XP
Jan 23	Internet 1	General discussion of ISP's. (Internet Service Providers) Choosing an ISP. Signing on. Internet Explorer settings & menus. Deciding on a home page. Using a search engine such as Google. Search technique suggestions. Using an encyclopedia and dictionary. Introduction to some very interesting websites. How to get questions answered online. Definitions. Internet and Windows questions will ALWAYS be addressed. This is the heart of PC use.
Jan 30	Internet 2	Focus on other aspects of the Internet. Shopping for example. How to use Ebay. How to use Half.com and Amazon.com. Focus on Travel related capabilities. Using it for flights, hotels, rental cars. How to track airplanes in flight. How to use different corporate websites to get things done - e.g. bill paying, APS, Southwest Gas.

Date	Session Name	Topics Covered (Very General)
Feb 6	Email	Discussion of email. Using Outlook Express and Windows Mail (Vista) and Windows Live (Win7). How to get on the PebbleCreek E-List. Working with attachments, forwarding and the address book. Managing your email. Establishing an account with Hotmail or Yahoo. Common email errors.
Feb 13 *	More Email and Internet	Tie up loose ends regarding Email. Discussion of more email settings and establishing servers. Organizing email and using message rules. General file organization on you PC. Address email questions. Some more tricks and shortcuts regarding Internet if time permits.
Feb 20 *	Microsoft Word 1 (also Microsoft Works)	Basic explanation of menus, toolbars and documents. How to work with fonts, margins, copy, cut and paste. Changing things in a document and cleaning up basic formatting problems. Print preview. I will compare Word 2003 to Word 2007 (or 2010). I will also compare Microsoft Works to Sun Micro's Open Office. As always, questions and answers
Feb 27 *	Word 2	Working with spell check and auto correct. Using some of the basic features. Adding lines, boxes and WordArt to a document. Creating personal letterhead. Creating labels. Working with tables. Sorting and editing. Adding Clipart
Mar 5 *	Word Processing (Concluded)	Using advance features of Word such as doing a Mail Merge to create labels that are all different. More on WordArt and making special looking documents and labels. Incorporating drop caps and including a water mark
Mar 12	Excel 1	Basic introduction to Excel and Spreadsheets. Menus and toolbars. Cells, formatting rows and columns, borders, worksheets, workbooks, editing. Some basic applications and uses. What Excel is good for and what it isn't so good for. Comparison of Excel 2003 and 2007 (Vista). Review of Excel wannabes such as Works, Open Office and others.
Mar 19	Excel 2	Basic addition and subtraction applications within a spreadsheet. Creating a nice looking report. Defining a print area. Cross footing. Demo of my programs. (e.g. How Long Will Your Money Last)
Mar 26	Excel 3	Advanced Excel. Introduction to some basic functions. Working with functions. Hiding rows and columns. Protecting cells. Linking worksheets. Doing graphs.
April 2	Windows Cont'd	More explanation of making windows more efficient. How to examine your computer for startup functions. System Tray. Quick Launch Menu. Review of in-depth explanation on how to use Windows Explorer. Creating Sound files and picture files. This sounds like topics covered earlier, but questions often make this session relevant.
April 9	More Windows	Working with networks. Sharing files and printers. Moving data from old computer to new one. Wireless router setup.

Date	Session Name	Topics Covered (Very General)
April 16	PowerPoint 1	Introduction to basic PowerPoint. Definitions. Slides, formats, templates, guidelines. Use of Text Box and making a slide look nice and presentable. Slide Master. In the past, PowerPoint didn't generate as much interest as anticipated. One session is often enough. <i>This is Monday of Easter Week. Guests are welcome. Topic may be changed to be of more general interest..</i>
April 23	Digital Photography	Working with digital pictures. Will emphasize how to use Microsoft Office Picture Manager for picture enhancement. Learn how to get rid of red-eye and brighten up dark photos. Other digital picture handler programs discussed (e.g. Picasa). How to make your camera's setting more efficient.
April 30	System Cleanup, Photo Story 3	General Internet. Q & A on any topics. Downloading and using Microsoft's free download call PhotoStory 3. Creating a nice slide show with music and slide animation. This has always been a very fun and well-received session.
May 7	Misc. Topics	Snowbirds are starting leave by now. We can have open discussion on any topic you want, including creating Greeting Cards, using Microsoft Money or Quicken. Last session for the season. Have a safe summer and see you in the fall - if you are still interested