

COMPUTER BASICS #6001

4 sessions, Mondays & Wednesdays
September 28, 30, October 5 & 7
5:30 – 7:30 PM Room 300

Instructor: *Mike Theiss*
Fee: \$89/ \$29 College of Emeriti 1.2 CEU

Flash drive included

This class does not use the Vista operating system.

This class is intended for the beginner and pre-beginner; people who have less than 8 hours of computer experience, or have only used a personal computer (PC) in a limited capacity.

The class will focus on basic terminology, how to use a mouse, keyboard and the Windows Office 2007 operating system. In addition you get hands-on experience with the Internet using Internet Explorer. You will be introduced to Microsoft WORD, Excel, PowerPoint and learn to create a document, save the document, retrieve what you have saved, and print.

FILES, FOLDERS AND FINDING THINGS #6002

1 session, Monday
October 12
5:30 – 7:30 PM Room 300

Instructor: *Mike Theiss*
Fee: \$19 0.2 CEU

Materials: Bring a flash drive

Have you ever saved your files only to find you have no idea where they were saved? In this class you will learn how to make folders, copy/paste files or digital images into these folders, and how to find them later. You will also learn how to save files to the USB jump or flash drive.

This course is recommended before taking digital camera courses.

BEGINNING EXCEL #6003

2 sessions, Saturdays
October 10 & 17
8:30 AM – 12:30 PM Room 300

Instructor: *Mike Theiss*
Fee: \$89 includes flashdrive 0.8 CEU

The EXCEL spreadsheet program is one of the most widely used desktop business tools. At the end of this course you will be able to do basic spreadsheet data entry, formatting, formula writing and printing.

PHOTOSHOP ELEMENTS V7 #6005

6 sessions, Mondays & Wednesdays
October 26, 28, November 2, 4, 9 & 11
6:30 – 8:30 PM Room 145

Instructor: *Brad Schmicker*
Fee: \$69 1.2 CEU

Materials: A thumb/flash drive to save your work.

Prerequisite: Computer Basics or equivalent experience.

Learn the basic tools of Photoshop. Create artwork from sample images using layers and filters. Learn how the enhancing tools can improve your photos. Bring your photo into the last session to practice repairing or improving its final print form.

You'll use Photoshop Elements 4.0. You should come away with enough confidence to explore on your own and make this photo editing program a favorite on your desktop.

DON'T JUST SEARCH — FIND SOMETHING SECTION A #6006



1 session, Tuesday
October 6

OR

SECTION B #6007

1 session, Thursday
November 5
5:30 – 7:30 PM Room 145

Instructor: *David Dettman*
Fee: \$19 0.2 CEU

This presentation will identify key differences between the "public" Internet and the "private" Internet and reveal search strategies to be successful in both realms. A detailed overview of public Internet searching via the search engine Google (and the various filters that Google provides for more precise searching and more relevant results) will make up the first 25 minutes while the next 35 minutes will be devoted to exploring the rich world of private Internet library databases that allow you to access content not freely available anywhere else. Learn how to find the most current scholarly information in any subject area as well as articles in newspapers going back as far as the early 1700s (among other things). The second hour will be devoted to question and answer, as well as hands-on time for experimentation in the UWMC computer lab. Note that the private resources demonstrated are available for free to community users here at the UWMC library.

HOW TO SHARE FILES AND NAVIGATE IN OFFICE 2007



#6004

2 sessions, Monday & Wednesday
October 19 & 21

5:30 - 7:30 PM

Room 300

Instructor: *Mike Theiss*

Fee: \$39

0.4 CEU

Microsoft Word and Excel 2007 programs have many new powerful features. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything these powerful new versions have to offer. In this course you'll learn to use Word's and Excel's most important features.

Our Computer Instructors

Mike Theiss is an experienced computer software consultant and Lecturer in Computer Science at UWMC.

David Dettman is the director of UWMC's library.

Brad Schmicker is a teacher and technology specialist in the Wausau School district. He also teaches Photoshop classes for College for Kids



INTRODUCTION TO QUICKBOOKS 2008

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Fee: \$89



INTRODUCTION TO WINDOWS VISTA

Windows Vista is a radical departure from the Windows of yesteryear. Whether you're a beginner or an experienced Windows user, you won't want to miss out on everything this powerful new version has to offer. In this course, specifically designed for beginners and casual users, you'll learn to use Vista's best and most important features.

Fee: \$89



INTRODUCTION TO MICROSOFT ACCESS 2007

Learn how Microsoft's powerful and award-winning database can help you manage, store, search, analyze, and display important business, personal, or scientific data. You'll gain practical, hands-on experience with tables, relationships, custom data entry forms, queries, mailing labels, macros, and more. Increase productivity, reduce data entry errors, conduct comprehensive searches, and produce handsome and professionally formatted reports. Note: This course is not suitable for Macintosh users, nor for users of any of the older versions of Microsoft Access.

Fee: \$89



INTRODUCTION TO MICROSOFT PROJECT 2007

Discover how to effectively plan, implement, and control projects using Microsoft Project 2007. In this hands-on course, you'll find out how to apply the world's most popular project management software to your needs. You'll convert lists and schedules into an integrated plan you can be proud of, and you'll see how Microsoft Project can walk you through any project by helping you organize details, sequence tasks, produce a baseline, assign resources and costs, track progress, identify and analyze variances, revise your project plan, create schedules, and share everything with your customers and coworkers.

Fee: \$89



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3. When your course starts, return to our Online Instruction Center and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.



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