

## COMPUTER COURSES - John Walkey Teaches

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Some of the following courses are discussions and others are hands-on learning. New computer users should take Introduction to Computers and then take Introduction to Windows and then they can take any of the other courses as they desire.

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### INTRODUCTION TO COMPUTERS

In this course participants will learn the terminology used to understand computers. Learn what is new in computer hardware and software. Discussions about why you want a computer and what it can do for you will be covered.

Recommended Length: 6 hours

### INTRODUCTION TO WINDOWS

Learn the basics of how to use Microsoft Windows to work with the computer. How to use the mouse and graphic interface, as well as organizing the information on the computer will be covered. Then use WordPad and Paint to create letters and pictures. Set control panel options.

Recommended Length: 6 hours

### WINDOWS XP TIPS & TRICKS

Learn some of the new features of XP as well as how to fix some problems commonly reported by XP users. If you are comfortable with previous versions of Windows you will learn some the tricks and new features in XP.

Recommended Length: 3 hours

### MIGRATING TO WINDOWS VISTA

Windows Vista introduces a major change in the user experience. Topics covered include hardware requirements, security, search and organization sidebar, gadgets, backup, networking, slide show and speech recognition.

Recommended length: 3 hours

### INTRODUCTION TO THE INTERNET

What is the internet, how to get connected, using e-mail and the basics of surfing the World Wide Web will be introduced. Using search tools to find information from health to hobbies will be demonstrated.

Recommended Length: 6 hours

### PARENTS GUIDE TO THE INTERNET

This course provides parents with basic and advanced knowledge about how to protect youth from problems associated with using the Internet. Browsing, chat and email services are considered. How to be proactive as well as reactive and available security tools will be covered.

Recommended Length: 3 hours

### WHAT'S NEW IN MICROSOFT OFFICE 2007

See the new user interface look and feel; application menu, quick something toolbar, tabs, ribbons, chunks, super tool tips. New file formats, xps documents, workflow foundation, workspace sharing, including p2p capabilities will be discussed.

Recommended length: 3 hours

### INTRODUCTION TO MICROSOFT WORD

The basic skills to type letters using the program Microsoft Word will be taught. How to enter and edit information, save and retrieve files, using tabs, bullets and autocorrect will be covered. Learn to use spell check and format the document you produce.

Recommended Length: 6 hours

### INTERMEDIATE WORD

Building on the information from Introduction to Word, this course covers making mail labels, creating tables working in columns and setting options. Learn to place graphics in documents.

Recommended Length: 6 hours

### TIPS & TRICKS: WORD

Learn tricks for moving around quickly and selection tricks. How to work with columns, how to make macros work for you, seeing all Word commands, working with toolbars, creating hyperlinks, styles and outlining and inserting pictures in documents.

Recommended length: 3 hours

### INTRODUCTION TO EXCEL

In this course participants will learn to use a spreadsheet to perform basic calculations. After learning to enter and edit information the course covers how to make a personal budget to track income and expenses, then format the information and print the worksheets.

Recommended Length: 6 hours

### INTERMEDIATE EXCEL

Participants in the intermediate Excel course will learn to working with named ranges, more on using functions, conditional formatting, create and manage links to other workbooks.

Recommended Length: 6 hours

### TIPS & TRICKS: EXCEL

Work with creating custom numbers, using paste special, importing and exporting data, conditional formatting, the IF function, working with named ranges, creating and filtering lists and modifying toolbar buttons.

Recommended length: 3 hours

### USING EXCEL AS A DATABASE

Excel has several tools which allow basic database functions to be performed quickly without having to buy or learn a database program. Sorting, lists and filters will be covered.

Recommended Length: 3 hours

### INTRODUCTION TO POWERPOINT

Learn to use this popular presentation program to build your own slide shows. Participants will see how easy it is to put words, pictures, sounds and movies on the screen and run a show.

Recommended Length: 6 hours

### INTERMEDIATE POWERPOINT

Adding multimedia components and intermediate slideshow delivery tools will be covered. Participants should have a good understanding of PowerPoint before taking this course.

Recommended Length: 6 hours

#### INTRODUCTION TO ACCESS

Database structure and terms will be introduced and then tables, queries, forms and reports will be developed using Microsoft Access. Simply queries and filters will be covered to see the power of a database.

Recommended Length: 9 hours

#### USING MICROSOFT OUTLOOK

This course provides an introduction to using Outlook, for email, contact management, calendar events and tasks. Outlook has many features that can be utilized as a personal information manager.

Recommended Length: 6 hours

#### INTRODUCTION TO MICROSOFT PROJECT

Learn the basics of working with Microsoft Project. Get familiar with the Microsoft Project interface, working with tasks, using task relationships, assigning resources, getting to the baseline, enter costs and integrating Microsoft Project with other applications.

Recommended Length: 6 hours

#### USING ONE NOTE

The Microsoft program One Note is for better note taking and research gathering. Learn to take meeting notes, add Web content, sound bites and action points, for simply collating of all the information you use into one place for easy access.

Recommended Length: 3 hours

#### INTRODUCTION TO VISIO

The basics of using Visio will teach participants to use this diagramming program that can help you create business and technical diagrams that document and organize complex ideas, processes, and systems.

Recommended Length: 6 hours

#### WEBSITE ORIENTATION

This course introduces the basic concepts involved in creating you our website. Domain names, web hosts and web contents are explained.

Recommended Length: 6 hours

#### INTRODUCTION TO FRONTPAGE

Learn to use Microsoft FrontPage to make your own web site and publish it on the internet. Participants will learn to create, edit and maintain a basic web.

Recommended Length: 6 or 12 hours

#### INTRODUCTION TO EXPRESSION

Learn to use Microsoft Expression Web to make your own web site and publish it on the internet. Participants will learn to create, edit and maintain a basic web.

Recommended Length: 6 or 12 hours

#### MIGRATING FROM WORDPERFECT TO WORD

Learn how to use Microsoft Word by seeing the differences between Word and WordPerfect. For long-time WordPerfect users this course helps to make the migration more friendly.

Recommended Length: 3 hours

#### TIPS ON BUYING A COMPUTER

This course is designed to provide participants with the knowledge necessary to make an informed decision when buying a computer. Information will be presented from a consumer point of view.

Recommended Length: 3 hours

#### WORKING WITH FILES

Learn how Windows stores files and how to work with files. Copying, deleting and moving files and folders will be taught in a hands-on course.

Recommended Length: 3 hours

#### COMPUTER SECURITY

This course provides a specific overview so as to have as secure a computer environment as possible. Starting with hardware issues such as surge protection and backup this course covers virus protection, firewalls, adware and spyware.

Recommended Length: 3 or 6 hours

#### HOW TO SETUP WINDOWS FROM SCRATCH

This course is designed to demonstrate the steps that are involved in installing Microsoft Windows. Participants will see the order of installation and then understand how to install the Windows operating system, drivers, programs and security.

Recommended Length: 6 hours

#### UPGRADING YOUR COMPUTER

Find out what you can do and what you should not upgrade to keep your computer current. The basic steps and components of an upgrade will be discussed.

Recommended Length: 3 hours

#### CLEANING UP YOUR HARD DRIVE

Learn the basic steps and the programs that will make your hard drive run faster. Deleting unwanted files and programs will also be covered.

Recommended Length: 3 hours

#### DOWNLOADING & INSTALLING PROGRAMS

Many examples of useful programs will be downloaded from the internet and participants will learn how to install the downloaded programs on the computer.

Recommended Length: 3 hours

#### BACKING-UP YOUR DATA

If you lost your data or all of the information on your hard disk drive, would that be a problem? Learn how to backup data by understanding where data is, back-up hardware and software options, as well as gain an insight into the idea of imaging a hard disk drive.

Recommended Length: 3 hours

#### SCANNERS

Learn the features of scanners. How to setup a scanner, capture and change the picture as well as convert text from the scan into a word processor. This is a demonstration course.

Recommended Length: 3 hours

#### DIGITAL CAMERAS: STILL

Learn the features of digital camera use, installing software, capturing images and picture types. Basic information will provide an overview of what to look for when purchasing, how to get a good picture and what can be done with the pictures.

Recommended Length: 3 hours

#### DIGITAL CAMERAS: VIDEO

Basic concepts of digital video cameras from what to buy, capturing pictures, video file format to programs for video editing will be demonstrated. What to look for in a camera, troubleshooting capturing and video data storage will be covered.

Recommended Length: 3 hours

#### HOW TO MAKE YOUR OWN CD/DVD ROM

This course introduces the features of CD/DVD burners. What to buy, troubleshooting, how burners work and an overview of burner software will be demonstrated.

Recommended Length: 3 hours

#### USING A WEB CAMERA

How to setup and use a web cam will be demonstrated as well as a discussion of how the operating system uses conferencing services.

Recommended Length: 3 hours

#### MAKING COMPUTER MOVIES

How to make a movie on the computer and edit the sound and pictures will be demonstrated. Capturing and creating movies using Movie Maker as well as troubleshooting will be discussed.

Recommended Length: 3 or 6 hours

#### MOVIE MAKER LEVEL 2

The Movie Maker program can be used in an intermediate fashion by understanding digital video and utilizing other programs. This course extends the Introductory Movie Maker course by covering inserting audio, using codec's effectively and video capture options.

Recommended Length: 3 hours

#### INTRODUCTION TO DIGITAL AUDIO

Various sound file types will be defined as well as basic ideas of editing voice and music for storage on computers, emailing sound to friends and burning music to CD will be covered. This general interest course covers practical information about sound that average computer users will find helpful.

Recommended Length: 3 hours

#### HOW TO COLLECT DIGITAL AUDIO & VIDEO

This course deals with a variety of ways people can get both audio and video on to their hard drives. From downloading options through plugging in cameras and microphones and capturing video and audio participants will know what is required.

Recommended Length: 3 hours

#### USING SPEECH RECOGNITION

This course introduces using the Microsoft speech engine included with Office XP and 2003 to convert speech to text and make the computer talk. Participants should be at an intermediate knowledge level of Microsoft Office products prior to taking this course.

Recommended Length: 3 hours

#### USING THE COMPUTER AS A FAX

With a voice modem and a telephone line you can easily use your computer as an answering machine and also to send faxes. This course demonstrates these technologies by using software that comes with Microsoft Windows as well as covers shareware and commercial computer programs.

Recommended Length: 3 hours

#### COMPUTER MAINTENANCE

If you own a car you would not just put gas in it and drive it, you also need to service it. This course covers the basics of looking after your computer hardware and software. This is not a course for technicians but the average computer owner.

Recommended Length: 3 hours

#### COMPUTER TROUBLESHOOTING

Learn how to fix common problems with your computer. Hardware as well as software problems will be discussed and demonstrated to give participants an approach to diagnosing and solving common problems. This course is somewhat technical!

Recommended Length: 12 hours

#### INTRODUCTION TO COMPUTER NETWORKING

How to network 2 computers to share internet, files and printers will be introduced at basic level. The basics of wireless networking will also be covered.

Recommended Length: 6 hours

#### AN OVERVIEW OF WIRELESS NETWORKING

This course introduces the basic information required to setup a Windows wireless network. Both the hardware and software information will be covered from setting up an access point to ad hoc networking.

Recommended Length: 3 hours

#### INTRODUCTION TO DESKTOP PUBLISHING

Understand page layout and design concepts then the basics of placing text and graphics and flowing information onto pages using Adobe PageMaker or Microsoft Publisher as available.

Recommended Length: 6 hours

#### USING MICROSOFT PAINT & DRAW

In this course the basics of working with computer graphics at the paint and draw levels will be experimented with in a hands-on approach. Using the draw tools that come with Microsoft Office participants will see the use of draw images and using Microsoft Paint participants will learn basic paint tools and be able to compare the relative uses of these programs.

Recommended Length: 3 hours

#### CREATE YOUR OWN PDF'S

Portable Document Format (pdf) files are common and practical for saving and emailing both text and graphics. PDF's retain their formatting and print clearly as well. Learn to create your own pdf files with a free program, instead of buying Adobe Acrobat Distiller.

Recommended Length: 3 hours

## PHOTO EDITING

This course introduces graphic editing with a free, open source, graphics editing program which has similar power to that of Photoshop. Learn how to install, configure and get started with this outstanding product.

Recommended Length: 3 hours

## PHOTO EDITING LEVEL 2

This course builds on the Photo Editing course exposing participants to all the toolbox tools.

Recommended Length: 3 hours

## PHOTOSHOP: AN INTRODUCTION

This course provides an Introduction to Photoshop. Participants will learn to set preferences, rulers, grids, and set memory. The toolbox and its basic options will be demonstrated through simple examples. How to use layers will be introduced.

Recommended Length: 6 hours

## PHOTOSHOP: WEB TOOLS

Learn to use Photoshop to create graphics for the Web. How to develop optimal images for specific purposes, slice an image and output options will be demonstrated.

Recommended Length: 3 hours

## INTRODUCTION TO MULTIMEDIA

Learn how to collect objects for a "Multiple Media" show. After text, graphics, sound and video are gathered the course covers putting the information into a PowerPoint show, burning the show to a CD ROM and making the show run by itself. A great way to present information or remember a holiday!

Recommended Length: 6 hours

## INTRODUCTION TO FLASH

Learn the basics of Macromedia's Flash animation program. From understanding the stage and drawing tools through simple animation and tweening participants will learn to make their own Flash movies.

Recommended Length: 6 hours

## BASIC ROTOSCOPING

After learning the basics of capturing video and how to use the program Flash and neat tool to create line animations is rotoscoping. Shortcuts and tips make this a fun project.

Recommended Length: 3 hours

## GOOGLE SAVVY

Learn 20 tips and tricks for working with Google. Google maps, video, froogle, better searching the net, G-Mail and reading blogs will be demonstrated.

Recommended Length: 3 hours

## MY SQL BASICS

The popular online database, MySQL, will be introduced. Installation and configuration information and a basic set of commands will be covered. Issues regarding general server functionality, security, user and privilege administration, working with databases and tables, and data backups will all be introduced.

Recommended Length: 6 hours

### INTRODUCTION TO PHP

This is an introduction to PHP, server-side scripting language, for creating dynamic Web pages. Participants will learn to create simple pages with PHP and HTML. PHP is Open Source and cross-platform often used with MySQL and Apache servers.

Recommended Length: 6 hours

### INTRODUCTION TO JAVASCRIPT

JavaScript is a text based script language that can be embedded into the HTML of a web page to add functionality. This course introduces basic structure and commands. How to find JavaScript and insert it into web pages will be covered using FrontPage as an example.

Recommended Length: 6 hours

### INTRODUCTION TO VISUAL BASIC

Learn how to write Visual BASIC code and make your own executable files. Simple command use and structured programming is taught with simple examples to make programming both fun and practical.

Recommended Length: 12 hours

### HOW TO CREATE YOUR OWN BLOG

Learn to create your own personal blog (web-log). Beginning with learning which services are available, through adding content and tracking visitors, participants will see how to build a basic blog site.

Recommended Length: 3 hours

### FREE WORD PROCESSOR & SPREADSHEET

The two most popular programs people use on computers are a word processor and a spreadsheet. Microsoft Office is a wonderful product but it is quite expensive. Learn how to get a free program, install it and the files created are 100% compatible with the real Word and Excel programs.

Recommended Length: 6 hours

### AN OVERVIEW OF LINUX

The Linux operating system is sometimes seen as an alternative to Microsoft's Windows. Linux users provide a great deal of open source support for this x86 operating system. In this course we look at various types of Linux, how to get it and install it.

Recommended Length: 6 hours

### START YOUR OWN COMPUTER BUSINESS FOR KIDS

In this program will learn the basics of starting and running a computer business. Participants will learn both how to start and how to run a home based business. In addition, discussions centering on various types of computers businesses and the skills required to generate revenue will be explored.

Recommended Length: 30 hours

### HOW TO HAVE A COMPUTER THAT WORKS: 10 STEPS

You may not want to be an auto mechanic but you may want to drive a car! Many computer users feel they almost have to be a technician to own a computer. This course covers 10 topics that will make your computer experience much more pleasant. We look at computer security, hard drive utilities and data backup.

Recommended Length: 6 hours