

COMPUTER COURSES

Our computer classes help UMass employees gain practical skills to do their jobs better, advance their careers, and enhance life outside the workplace. All our computer classes provide hands-on time to practice. Whether you are a beginner or experienced computer user, you can learn as many new computer skills as you want. Computer classes meet in South College Room 109 and are taught by Fran Fortino. No classes during Spring Break week, March 19 to 23, 2012.

Which computer class to take? Contact Fran Fortino (franf@admin.umass.edu) for more information on what class may be best for you. Here are sample paths:

Computers for Everyone → **Intro to Word** → **Intermediate Word**
↘ **Intro to Excel** → **Intermediate Excel**
↘ **Keyboarding Skills** → **Intro to Facebook**

Computers for Everyone: Windows, E-mail, and the Web

*Tuesdays, 8:30 to 10:30 a.m.
February 21 to April 24*

Overcome your fear of computers. In this beginner class, you'll learn the basic parts of a computer, how to buy one, improve keyboarding skills, and create a simple document. Everyone gets a free e-mail account to send e-mail, pictures, and documents. We'll also explore the wonders of the World Wide Web and search it to find useful as well as fun information.

Learning MS Office 2010 Pro

*Tuesdays, 11 a.m. to 1 p.m.
February 21 to May 1*

All UMass staff can now install the new version of Microsoft Office 2010 Pro for Windows on their home computers (for \$9.95) or free on work computers. If you are using Office 2003 or even 2007, this class will get you up to speed with many new features in Office 2010. You'll spend hands-on time using Word, Excel, PowerPoint, Access, and check out the web version of this most-used suite of programs. We cover **Word (Feb. 21, 28, March 6)** and **Excel (March 13, 27, April 3)** from beginning to more advanced in three-week blocks, then move on to **PowerPoint, Access and web applications (April 10, 17, 24)** for the last three weeks. You can register for the whole class or for just the blocks of computer training that you need. **Prerequisite:** This is *not* a beginner class—experience with MS Office is required.

Keyboarding Skills and Time-Saving Shortcuts

*Thursday & Friday, 8:30 to 10:30 a.m.
February 23 & February 24*

Want to improve your skills on the computer keyboard? In this two-session class, we explore and practice keyboarding, using one of the leading typing programs. With custom lessons, skill-building games, and immediate feedback, you'll learn the basics and start to improve your speed and accuracy. In addition, we'll cover some time-saving keyboard shortcuts you can use right away to communicate with fewer mistakes and less effort.

Introduction to Facebook!

*Thursdays, 8:30 to 10:30 a.m.
March 1, 8 & 15*

Facebook is a large part of online social networking. In this three-session introductory class, you will learn how to set up a Facebook account with more secure privacy controls, create your profile page, make and connect with friends, navigate your newsfeed, manage your updates, and more. We'll also explore different ways to share information, pictures, and videos with friends, as well as how to create events and groups, if time allows. **Prerequisite:** Basic computer skills, such as e-mail, are required.

Intermediate MS Excel

*Thursdays, 8:30 to 10:30 a.m.
March 29 to April 26*

This five-week class will review basic functions of MS Excel. Then we will learn more advanced features, including conditional formatting, formulas and

functions, linking and protecting workbooks, grouping, sorting and validating data, and more. Topics may be added based on participant needs. **Prerequisite:** Basic knowledge of MS Excel is required.

Digital Photography Basics

*Mondays, 9 to 11 a.m.
April 2 to April 30*

In this five-week class, we will discuss camera choices, their basic use, controls, menus, and taking good digital photos for work or home. Then we'll cover how to transfer your images to a computer, editing and resizing digital images for email and websites, and some online digital photo options. Topics may be added based on participant needs. **Prerequisite:** Participants should own or have access to a digital camera.

Web-based Computing:

Free MS Office Web Applications and Other On-line Programs

*Thursdays, 11 a.m. to 1 p.m.
March 29 to April 26*

Known as "cloud computing," free online applications make it easy to create, store, and share online calendars, documents, forms, spreadsheets, and presentations wherever you are. In this five-week how-to class, we explore the new MS Office Web suite, as well as Google Docs, and their use. You'll practice with online documents, formatting, editing, working with objects, sharing and collaborating, importing/exporting from and to Word, PDF, HTML, and other applications.

For workshops covering other topics, please see Workplace Learning and Development's offerings at www.umass.edu/wld or call 545-0219.