

# **Carroll County New Computer Classes**

July 2009-November 2009

All of these classes will be offered at the Carroll County Extension office in Carrollton. These are not a series of classes but are independent topics. **Each topic is \$15 and requires a minimum of 6 people.** Call the Carroll County Extension Service at 662-237-6926 to make reservations or get more information.

## **July 16 – Advanced WORD: Tables and Tabs**

Do you need to put things in columns and rows? Almost everybody does at one time or another. Learning to use tabs and tables effectively is the best way to get all that information lined up neatly. Lines, shading, sorting, and other features are just more reasons to learn to use tables and tabs.

## **August 13 – Digital Cameras and Editing Photos Using Picasa**

So you have a digital camera, but you don't know what all those buttons do. Learn what those buttons do and how to take better pictures with your camera. Also gain some tips for copying pictures to your computer and protecting them so you won't lose them. Finally learn to edit your photos with the award-winning Picasa photo-editing software by Google.

## **September 4 – File and Folder Management and Burning CDs**

Got hundreds of files in your "My Documents" folder? Can't find that letter you did last week? Need to organize your files so you can get to them more easily? Learn all that as well as how to copy your files to a CD for a permanent backup source.

## **October 22 – PowerPoint**

Got a family reunion coming up and want to have a slide show of all the family? Need a slide show for a presentation of that once-in-a-lifetime trip? Need some backup for that special speech or presentation? Come learn how PowerPoint makes it easy for you. In a few hours, you can be making a presentation you will be proud of.

## **November 5 - Publisher**

Need a calendar, a birthday/holiday card, a banner, a newsletter, or a flyer for that bake sale? Well, Microsoft Publisher can do all that and more. Come learn the basics of creating documents in Microsoft Publisher. Inserting pictures, creating text boxes, moving, sizing, and all the other techniques you need to create those one-of-a-kind documents will be practiced during this course.