



CALIBRE

COMPUTER SOLUTIONS

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2011- 2012 Library Computer Classes

Want to learn how to use your computer for more than sending e-mails and web browsing? You will want to enroll in these upcoming computer classes offered by Calibre Computer Solutions at the Princeton Public Library. Pre-registration and pre-payment is required.

Introduction to Computers: The Beginner's Class

When: Tuesday, September 27 – 1:30 p.m. – 3:00 p.m.

Registration Deadline: 12 noon, Thursday, September 22

Cost: \$10 per person

Course Description: Technology is always changing. But some computer basics remain the same no matter what type of computer you own. In this beginner level course, you will learn the main components of a computer and how to navigate around the Windows environment. This course is perfect for new computer users or those wanting a refresher on the basics.

Minimum Required to Conduct Class: 4

Maximum # of Students: 8

Facebook 101: A Beginner's Guide to the World's Most Popular Social Networking Site

When: Friday, October 21 – 1:30 p.m. – 3 p.m.

Registration Deadline: 12 noon, Tuesday, October 18

Cost: \$10 per person

Course Description: Facebook is now the most popular site on the Internet, with over 600 million users. In this beginner's course, you will learn how to create a Facebook account, become familiar with the basic layout of the Facebook web site, and learn the different ways of communicating with others on Facebook. (Note: This is a lecture-based, demonstration course, not a hands-on application course. You will receive a detailed handout providing step-by-step instructions on how perform the various tasks demonstrated in this class.)

Minimum Required to Conduct Class: 3

Maximum # of Students: 12

Facebook Safety: How to Use Privacy Settings to Protect Your Personal Information

When: Tuesday, October 25 – 1:30 p.m. – 3:30 p.m.

Registration Deadline: 12 noon, Friday, October 21

Cost: \$15 per person

Course Description: Facebook is a popular way to share information and photos with friends and family. But how do you keep your personal information on a “need-to-know” basis – sharing only that information you wish to share and with whom you wish to share it? In this interactive, hands-on course, you will learn how Facebook’s privacy settings work, as well as apply privacy settings to your personal Facebook account. (Note: This course requires users to have an active Facebook account that can be accessed during this class.)

Minimum Required to Conduct Class: 4

Maximum # of Students: 8

How to Search the Internet: Find Anything You Want Online

When: Thursday, November 17 – 1:30 p.m. – 3:00 p.m.

Registration Deadline: 12 noon, Friday, November 11

Cost: \$10 per person

Course Description: We live in the Information Age where nearly everything is accessible via a computer and the Internet. But with so much information out there, how do you quickly and easily FIND what you’re looking for? This interactive, hands-on course will teach you how to choose a search engine, how to use various search engines, and recommendations on how to find the information you seek.

Minimum Required to Conduct Class: 4

Maximum # of Students: 8

Easy, Do-It-Yourself Computer Maintenance Tips That Save You Money

When: Tuesday, December 6 – 1:30 p.m. – 3:00 p.m.

Registration Deadline: 12 noon, Wednesday, November 30

Cost: \$10 per person

Course Description: Computers are a lot like cars – they require regular maintenance. Many simple tune-up tasks can be easily performed by you at home – without the need for expensive trips to the computer doctor. In this course, you’ll learn how to perform basic computer maintenance using free tools available online to keep your computer running faster and with fewer problems.

Minimum Required to Conduct Class: 4

Maximum # of Students: 8

Digital Photo Editing Made Easy

When: Thursday, January 19 – 1:00 p.m. – 4:00 p.m.

Registration Deadline: 12 noon, Wednesday, January 11

Cost: \$20 per person

Course Description: Learn how easy it is to edit your digital photos using a free Windows program called Picasa. This will be a hands-on workshop to teach you the basics of editing your photos, resizing for e-mailing, cropping, red-eye removal, adding soft focus and many other easy and amazing digital effects including making pictures pop with color, fix the contrast, or add a caption. You’ll also review methods for

creating a web photo gallery that you can share with friends around the world. Bring your favorite photos on a USB flash drive or CD or we'll provide some samples to work with.

Minimum Required to Conduct Class: 4 Maximum # of Students: 8

How to Avoid Scams, Prevent Viruses, and Keep Your Computer Protected

When: Thursday, January 26 – 1:30 p.m. – 3:00 p.m.

Registration Deadline: 12 noon, Friday, January 20

Cost: \$10 per person

Course Description: A recent report states that 65% of all computer users have been a victim of a cybercrime – computer viruses, identity theft, scams, etc. In this lecture-based course, you will learn simple steps you can take to protect your computer, important files and personal information and avoid becoming a victim of cybercriminals. This course is a MUST-ATTEND if your computer is connected to the Internet.

Minimum Required to Conduct Class: 4 Maximum # of Students: 12

Basics of Word Processing – Part 1

When: Tuesday, February 7 – 1:30 p.m. – 3:00 p.m.

Registration Deadline: 12 noon, Friday, February 3

Cost: \$10 per person

Course Description: In this interactive, hands-on course, you will learn how to create documents in OpenOffice Writer (a free software program that is very similar to Microsoft Word). This two-part class will teach you how to create and save documents, format text, make changes to documents, format pages, add graphics, and more.

Minimum Required to Conduct Class: 4 Maximum # of Students: 8

Basics of Word Processing – Part 2

When: Wednesday, February 22 – 1:30 p.m. – 3:00 p.m.

Registration Deadline: 12 noon, Wednesday, February 15

Cost: \$10 per person

Course Description: In this interactive, hands-on course, you will learn how to create documents in OpenOffice Writer (a free software program that is very similar to Microsoft Word). This two-part class will teach you how to create and save documents, format text, make changes to documents, format pages, add graphics, and more.

Minimum Required to Conduct Class: 4 Maximum # of Students: 8

Call for Free With Skype

When: Tuesday, March 6 – 1:30 p.m. – 3:00 p.m.

Registration Deadline: 12 noon, Wednesday, February 29

Cost: \$10 per person

Course Description: Friends and family may live all around the world. With nothing more than an Internet connection, a home computer, and the Skype software, you can talk for FREE to people no matter where they are. In this course, you will learn how to install the Skype software, create a Skype account, make and receive voice and video calls, and more.

Attendees are encouraged to bring their own PC headset (with microphone) to be able to fully participate in the class. These PC headsets can be purchased locally at Walmart and Radio Shack.

Minimum Required to Conduct Class: 4 *Maximum # of Students:* 8

Sold! Cashing In With eBay

When: Tuesday, March 13 – 1:30 p.m. – 3:00 p.m.

Registration Deadline: 12 noon, Friday, March 2

Cost: \$10 per person

Course Description: Need to get rid of stuff filling up your closets and laying around your house? Learn how to use Ebay, the popular auction website, to put extra money in your pocket by selling those unwanted items. You'll learn the basics of how to post items for sale, as well as how to protect yourself from potential scams. (Note: This is a lecture-based, demonstration course, not a hands-on application course. You will receive a detailed handout providing step-by-step instructions on how perform the various tasks demonstrated in this class. Students are encouraged to create an Ebay account prior to the course, but it is not necessary. You will receive step-by-step written instructions on how to create your own Ebay account.)

Minimum Required to Conduct Class: 4 *Maximum # of Students:* 12

Introduction to Computers: The Beginner's Class

When: Tuesday, April 10 – 1:30 p.m. – 3:00 p.m.

Registration Deadline: 12 noon, Wednesday, April 4

Cost: \$10 per person

Course Description: Technology is always changing. But some computer basics remain the same no matter what type of computer you own. In this beginner level course, you will learn the main components of a computer and how to navigate around the Windows environment. This course is perfect for new computer users or those wanting a refresher on the basics.

Minimum Required to Conduct Class: 4 *Maximum # of Students:* 8

How to Use the Internet to Research Your Family Tree

When: Thursday, April 26 – 1:30 p.m. – 3 p.m.

Registration Deadline: 12 noon, Friday, April 20

Cost: \$10 per person

Course Description: If you're a genealogy buff, there's a wealth of information – and misinformation – available on the Internet to help you find details on your family tree. Millions of records are available online, but how do you find them? In this lecture-based course, you will learn where to search on the Internet, as well as tips and tricks on how to search and find the information you're looking for.

Minimum Required to Conduct Class: 3 *Maximum # of Students:* 12