

CLASS DESCRIPTIONS
WVCC - 2017-2018

Class	Instructor	Description
Back-up Tasks for Windows 10	John Ellsworth 623-561-1980 john.ellsworth@cox.net	Includes free Flash Drive.
<p>Description: This hands-on class covers backup tasks for Windows. It will demonstrate file backup, image backup, disk cloning, and Cloud services. Both free tools and purchased options - Acronis (purchased software) and Clouds (monthly fee) will be discussed.</p> <p>Prerequisites: Students should have a computer and be familiar with the basic aspects of using the mouse and keyboard.</p> <p>Software Used: Windows 10 PC in the classroom or student's Laptop</p>		
Computers for Beginners	Al Boeck 623-566-5808 alrboeck@cox.net	Limited to 5 seats
<p>Description: This hands-on class is intended for those new to computers or computer novices with no prior experience or knowledge. It covers the basics of how to use a computer and many key features of the Windows 10 operating system.</p> <p>Software Used: Windows 10 desktop. If are using an older Windows operating system, or if you have not yet not upgraded, contact the instructor before registering for this class.</p> <p>Prerequisites: None.</p>		
Files & Folders for Windows & Mac	John Ellsworth (Windows) 623-561-1980 john.ellsworth@cox.net Joyce White (Mac) 623-322-6513 jwhiteyorkpa@aol.com	2-session class held on consecutive days. Students may use Windows 10 available in the classroom or bring a MacBook.
<p>Description of Class: This hands-on class covers the basic features of files and folders in Windows and Mac. It demonstrates File Explore, Finder, and how the Window Library function is used to organize and find files. You will learn to change file views, rename and move many files at once, and how to understand file extensions. The class will also cover how to write files to a CD, DVD, or flash memory stick; how to find lost files; and how to add your own files in Windows Libraries.</p> <p>Prerequisites: Students should have a computer and be familiar with the very basic aspects of using the mouse and keyboard. This class will be useful for beginning computer users.</p>		

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Mac & MacBook Tips, Tricks & Shortcuts	Mary Barany mbarany@cox.net Joyce White 623-322-6513 jwhiteyorkpa@aol.com	Students to bring MacBook or iMac, Apple ID and password
<p>Description of Class: This hands-on class is for those who want to become more familiar navigating the Mac Desktop or MacBook. We'll start with the very basics of using your Mac or MacBook. You become more comfortable with the features and functions of OSX, the applications, multiple screens and keyboard shortcuts. You will have an opportunity to receive individual attention to resolve those nagging issues. Our sharing format is similar to AppleTalk, but focused on the Mac/MacBook. Be ready to have fun and learn something new.</p> <p>Hardware Required: Students must bring their own MacBook or iMac.</p> <p>Students must also bring your AppleID and password. Bring along any other login IDs and passwords for Apps you use.</p> <p>Prerequisites: Basic skills with keyboard and mouse using an Apple computer.</p>		
Lightroom	Bob Cielek 623-566-8035 NETRMC@cox.net	2-session class held on consecutive Tuesdays
<p>Description of Class: This hands-on class will take an in-depth look at the industry's premier photo workflow software Adobe Lightroom. It provides the organization, image adjustment and output features demanded by photographers who catalog and process images in volume, or just want to spend more time with the camera than the computer. Lightroom's smooth interface, quality of adjustment tools and logical workflow have made it one of the most widely used image processing program on any platform.</p> <p>Student will learn: One of the most important aspects of processing images starts with the organization module. Learning a file structure that works for you, keyword tagging and catalog shortcuts will make finding your important images easy. Lightroom's development module is where the photographer's vision comes to life. Utilizing the program's exposure adjustment tools, cloning and healing, cropping, white balance, noise reduction, lens correction and special effects will make quick and easy improvements to any image</p> <p>Prerequisites: In addition to basic computer skills, experience and practice with the current or a previous version of Adobe Lightroom software would be a plus.</p>		

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Outlook on Windows 10	John Ellsworth 623-561-1980 john.ellsworth@cox.net	Students to bring Windows 10 PC or laptop to class. Lab computer can be used.
<p>Description of Class: This class covers E-mail on Windows 10. We will explore and contrast the MAIL app, Live Mail, and Webmail including Gmail.</p> <ul style="list-style-type: none"> • Connection to your mail server using either POP3 or IMAP. • Mail management – Print, Delete, Folders, and Attachments. <p>Prerequisites: Students should have a Windows computer and be familiar with the basic aspects of using the mouse and keyboard. They should already have an E-mail account. This class will be useful for new computer users who want to improve their E-mail experience.</p>		
PhotoShop	Dave Dise Bob Cielek 623-566-8035 NETRMC@cox.net	6-week session held on consecutive Tuesdays
<p>Description of Class: This 6 week class is designed for those who want to get started using Photoshop. Your instructor will demonstrate the essential fundamentals and then help you one on one while you practice these techniques in the computer classroom. We will start with how Photoshop, Bridge and Raw relate to each other and how to set them up for your use. You will practice setting up your file structure, opening and saving a photo. Next we will explore performing basic editing in both Raw and Photoshop – things like cropping, straightening, exposure, contrast, dehazing, highlight and shadow adjustments, lens corrections, and color correction. Then we dive into the power features of Photoshop like cloning, healing, filling, selections, layers, masking, and curves. Lastly, we visit more advanced topics like changing backgrounds and compositing 2 or more photos together. During the 6 weeks we will be flexible enough to explore other topics the class is interested in as well.</p> <p>Prerequisites: Basic computer skills.</p>		

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Search Techniques Using Google	John Ellsworth 623-561-1980 john.ellsworth@cox.net Joyce White 623-322-6513 jwhiteyorkpa@aol.com	Windows 10 available in the classroom. Student can bring a laptop or MacBook. Students may wish to bring a flash drive to save examples of search results for further study.
<p>Description of Class: This hands-on class covers the basic features of searching the web using Google. This will help you to search smarter, faster, and find what you are really looking for by learning to phrase queries to get the best results. You will learn how to search for online purchases and how to use other Google tools. It introduces Web of Trust for safe surfing.</p> <p>Prerequisites: Students should be familiar with the very basic aspects of using the mouse and keyboard. This class will be useful for beginning computer users. Google access will be through Internet Explorer, Edge, and Safari.</p>		
Windows 10	Dianne Doerschel 206-713-6129 dprattski@cox.net	Offered monthly during Nov-March.
<p>Description of Class: The class covers new features of the Windows 10 operating system using the mouse and touchscreen. You will learn the basics of the Windows 10 Start Menu, Tiles, touchscreen and mouse uses on Windows 10, moving and rearranging tiles, active tiles, searching in Windows 10, pinning and unpinning tiles, and much more.</p> <p>Prerequisites: Only basic computer skills, using the mouse's right and left click features, and a basic understanding of the minimize, maximize and close buttons.</p>		

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Windows 10 Apps	Dianne Doerschel 206-713-6129 dprattski@cox.net	Students must bring Windows 10 laptop OR Windows 10 tablet
<p>Description of Class: This class will cover how to setup and use a variety of apps specific to Windows 10 along with some that work across platforms.</p> <p>Student will learn to setup and use several apps, such as People, Calendar, Mail, Facebook, and Messenger.</p> <p>Hardware Required: Student must bring their own device – Windows 10 laptop or Windows 10 tablet. This class <u>will NOT</u> be using the classroom set of Windows 10 PCs.</p> <p>Student must also bring your Microsoft Account info with you to class. This means the email associated with your device and your password.</p> <p>Prerequisites: Students need to have only some basic computer skills for attending this class, for example, using the mouse’s right and left click features, and basic understanding of the minimize, maximize buttons. Students using a tablet need to know the basics of navigating tablet devices.</p>		
Writers’ Workshop	Jan Whalen jan@whalenvoices.com 623-466-5067 www.whalenvoices.com	2-session course offered twice in 2018.
<p>Description of Class: This is a hands-on class. By attending this two-part class, you will learn a system that makes the daunting task of writing the story of your life an easily managed, step-by-step process. You’ll step back into your past and uncover the most memorable stories from various phases of your life—and have fun in the process.</p> <p>Student will learn a process to capture the most important stories of your life and begin to write. You’ll also receive tips on vignette writing, scheduling writing time, inclusion of other written material into your story, publishing options, using photographs to tell your story, and non-written ways to capture your life’s stories.</p> <p>Prerequisites: Word processing skill is helpful but not a requirement.</p>		