

# Computer Classes

## COMPUTER BASICS LEVEL 1

In this introductory class, you will learn the basics of the Microsoft Windows environment including using the mouse, starting programs, saving files, basic text editing, closing, opening, sizing windows and file management.

**Instructor:** Dale Harrington

**Fee:** \$42/\$44 nonresident

#580111-01	Wed	Jan 20-Feb 10	10 am-noon
#580111-02	Wed	Feb 17-Mar 9	10 am-noon

## COMPUTER BASICS LEVEL 2

This class will cover the following topics: file/search, opening, revising and saving files, customizing the desktop, recycle bins and shortcuts. This class will also cover basic maintenance, troubleshooting and computer upgrade or purchase guidelines. Must have Computer Basics Level I or fundamental computer skills.

**Instructor:** Dale Harrington

**Fee:** \$42/\$44 nonresident

#580113-01	Wed	Jan 20-Feb 10	1-3 pm
#580113-02	Wed	Feb 17-Mar 9	1-3 pm

## BASICS OF A MAC COMPUTER

Learn the basics of Mac computer. This is a beginner class that teaches you to Startup/Turn off your Mac, open various programs, adjust the settings of your computer, adjust your dock area, view folders, startup and work various apps such as Mail, Safari and Calendar.

**Instructor:** Makan Tabrizi

**Fee:** \$41/\$43 nonresident

#580106-01	Wed/Fri	Mar 23-25	9-11 am
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## BEGINNER IPAD

Learn how to make the most of your iPad! There are over 700,000 apps out there that can help you do everything from learning about your iPad to reading a book on it. Bring your iPad if you have one, or if you're still contemplating purchasing one, just come and learn more about the hottest tablet out there.

**Instructor:** Makan Tabrizi

**Fee:** \$41/\$43 nonresident

#580109-01	Tue/Thu	Jan 19-21	9-11 am
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## MORE IPAD

This is for those of you who know the basics for the iPad but want to know more. Your iPad has so much potential so learn to take advantage of it! You will learn about keyboard tips, shortcuts, getting on the Internet with Safari, download and uninstall apps, learn about available EBooks, learn how to take photos and videos and manage them plus tips on troubleshooting and care.

**Prerequisites:** Beginner iPad class or basic skills will be helpful

**Required:** iPad

**Instructor:** Makan Tabrizi

**Fee:** \$41/\$43 nonresident

#580141-01	Mon/Wed	Mar 28-30	9-11 am
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## EXCEL BASICS

Learn to use this powerful program for an address book, a list or calculating tax deductions. Use this program to sort alphabetically, add, multiply and chart data.

**Instructor:** Shawn Winchester

**Fee:** \$19/\$21 nonresident

#580123-01	Fri	Feb 26	9 am-12:30 pm
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## MICROSOFT WORD BASICS

Learn the basic functions of Microsoft Word including creating, saving, editing and printing documents. Explore Word's tools for basic formatting, spell checking, bullets and numbering. This course is designed to introduce the student to Microsoft Word and teach some basic word processing techniques. To enroll, you need to have taken Computer Basics Level 1 and 2 or have equivalent knowledge or skills.

**Instructor:** Dale Harrington

**Fee:** \$42/\$44 nonresident

#580136-01	Thu	Jan 21-Feb 11	10 am-noon
#580136-02	Thu	Feb 18-Mar 10	10 am-noon

## INTERNET & EMAIL BASICS

Learn basic concepts of the Internet including common methods of connecting to the Internet, basic browsing techniques using Internet Explorer and security techniques for protecting your computer while on the Internet. Learn the basic concepts of email including common methods of sending and receiving email and essential security for email. To enroll, you need to have taken Computer Basics Level 1 and 2 or have equivalent knowledge or skills.

**Instructor:** Dale Harrington

**Fee:** \$42/\$44 nonresident

#580133-01	Thu	Jan 21-Feb 11	1-3 pm
#580133-02	Thu	Feb 18-Mar 10	1-3 pm

## INTERNET SECURITY

Bring in your laptop and we can check your virus protection. Learn which websites to avoid, how to bank and shop safely online. You will learn how to use your email safely, what to do if you do get a virus and how to avoid pop-up ads.

**Instructor:** Shawn Winchester

**Fee:** \$11/\$13 nonresident

#580134-01	Thu	Mar 31	10 am-noon
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## UPGRADE TO WINDOWS 10

Are you getting messages to upgrade to Windows 10? Bring your laptop and cables and we'll do it together. We'll back up your computer (bring an 18 G USB drive, external hard drive or DVDs to store your files). Then we'll run a backup while taking a tour of the new features of Windows 10. After it's upgraded we will restore any programs that are not working.

**Instructor:** Shawn Winchester

**Fee:** \$21/\$23 nonresident

#580152-01	Thu	Jan 7	3-7 pm
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## NAVIGATING WINDOWS 10

Bring your own Windows 10 laptop and learn how to navigate and customize it for your own use. We will review the new "start menu" and toolbar and customize and review programs.

**Instructor:** Shawn Winchester

**Fee:** \$11/\$13 nonresident

#580142-01	Thu	Jan 14	10 am-noon
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## ORGANIZING COMPUTER FILES & FOLDERS

This class helps you to find files easily. Learn how to name and sort files and save them into folders. You will also find and save or remove things you no longer need.

**Instructor:** Shawn Winchester

**Fee:** \$11/\$13 nonresident

#580145-01	Fri	Jan 22	10 am-noon
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## MAKE THE MOST OF DIGITAL PICTURES

Learn to take pictures from a phone or camera and put them on a computer. Learn to send the photos by email, name the photos so they can be easily found and enhance and size them.

**Instructor:** Shawn Winchester

**Fee:** \$19/\$21 nonresident

#580135-01	Sat	Feb 20	1-4:30 pm
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## SCAN PHOTOS FOR DIGITAL USE

Bring your old photos, scan, enhance, name and save them. Now you can share them through email or print them on a page with captions. You will need a USB drive to bring the scanned images home or they can be emailed to you.

**Instructor:** Shawn Winchester

**Fee:** \$11/\$13 nonresident

# <a href="#">580149-01</a>	Tue	Feb 23	3:30-5:30 pm
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## CREATE A PHOTO BOOK

Create a photo book with an online book creator. The templates will make your book look professional, and you can personalize each page with captions. Your photo book will make a great gift or fun way to share photos! Bring your photos on a USB drive. Cost of books can be \$15-\$50 depending on size, number of pages and cover material.

**Instructor:** Shawn Winchester

**Fee:** \$19/\$21 nonresident

# <a href="#">580119-01</a>	Tue	Mar 15	9 am-12:30 pm
# <a href="#">580119-02</a>	Thu	Mar 24	5-8:30 pm

## PRIVATE COMPUTER LESSONS

Bring your Kindle, iPhone, iPad, Android tablet or laptop, or use our Windows 8 or Windows 7 computers and bring your list of questions. For more information or to schedule a lesson, please contact the Clements Center front desk at **303.987.4820**.

**Instructor:** Shawn Winchester

**Fee:** \$35 for one 60-minute session  
\$100 for three 60-minute sessions



## Instructor Spotlight

### MAKAN TABRIZI



I've lived in Colorado since 2001. I enjoy outdoor activities such as trail running, back country skiing and rock climbing. My interest in teaching technology was a gradual one. While still in college, I began working at the college computer lab, helping other students with computer applications. During the tax season, I also volunteered time completing tax returns for older adults. The combination of the activities gave me the impetus to provide technology services to older adults.

I'm the person that friends and the family come to when technology stumps them. I have several degrees, most recent of which is in geographic and computer information systems. I'm deeply involved with the technology world in various capacities: I create databases and websites for businesses and nonprofit organizations. I create technology curriculum for schools (domestically and overseas) and teach them. I also tutor high school and college students, as well as older adults. Although I recently began teaching at Clements Community Center, I've been a technology instructor in the Lakewood area for over eight years. I specialize in teaching computer applications to older adults, helping them navigate the digital age. I'm passionate about making technology accessible for everyone.