

# Shaker Regional School District

## Free Technology Classes for 2010



The Shaker Regional School District is pleased to announce this year's selection of FREE technology classes for staff members and adult residents of Belmont and Canterbury. Classes will be held from **6:00 p.m. - 8:00 p.m.** at Belmont Elementary School or Canterbury Elementary School. Please check the listings below for dates and locations of classes. Microsoft Office 2003 software applications and the Windows XP operating system will be used in these classes.

### Got Digital Pictures? Now What? at Belmont Elementary School

Instructor – Gerry Ryder

(T) February 16

(Th) February 18

*Updated*

Learn how to: use the Windows scanner and camera wizard, photo printing wizard, display images on your desktop, export images, develop file management techniques, edit images in Microsoft Picture Manager, insert images in other software applications and create an archive CD.

**(A few digital cameras will be available to use in class. We urge you to bring your own digital camera with your battery fully charged. Don't forget your camera manual and USB cable to connect to a computer.)**

### Microsoft Photo Story 3 at Belmont Elementary School

Instructor – Gerry Ryder

(T) Mar. 2

(Th) Mar. 4

*New*

This easy to use and free downloadable application from Microsoft provides a multitude of options to create a slideshow of still images that can be played back in Windows Media Player. Touch up, crop, or rotate your images and then add titles, music backgrounds, narration, and special effects to capture those special moments in time.

**(Bring your own digital images on a USB drive or CD.)**

### Web Page Development with Nvu at Belmont Elementary School

Instructor – Jacqui McGettigan

(T) Mar. 9

(Th) Mar. 11

(T) Mar. 16

(Th) Mar. 18

This four-part class will introduce you to Nvu, an Open Source application used to create web pages. Participants will receive a free copy of the Nvu web page development software for home use, a user's manual and FileZilla, a free, open source FTP client for Windows. During classes participants will learn how to create a simple web page suitable for personal use to share with family and friends. In the last class you will publish your web page to the Internet. **(Pre-requisites needed for class participation include: basic word processing skills)**

### Movie Maker 2 at Canterbury Elementary School

Instructor – Gerry Ryder

(T) Mar. 23

(Th) Mar. 25

*New*

Easily create movies with title screens, rolling credits, a music track and transitions using this free Microsoft downloadable application. You will learn how to import and edit your video clips, add a music track and burn it to a CD. Participants are asked to bring MPEG or AVI format video clips from a regular digital camera to use during class. Video clips can be on a USB drive or CD. If you bring your digital camera, please be sure to bring your USB cable so you can import your video clips from your camera. **(We will not be using digital video from a digital video camera that requires a DV/fire wire connection to import video from a camera.)**

### Word 2003 (Level 1) at Canterbury Elementary School

Instructor – Tracey Sinclair

(T) Mar. 30

A great class to learn the basics of word processing. Many of the skills acquired can be adapted to other word processing programs such as using cut, copy, and paste, working with spell check, grammar check and the thesaurus, and changing font types/sizes/colors and margins.

### Word 2003 (Level 2) at Canterbury Elementary School

Instructor – Tracey Sinclair

(T) Apr. 6

A step beyond the basics, this class will teach you how to work with bullets and numbering and add graphics to your word-processing documents using Clip Art, WordArt, and symbols.

- (T) Apr. 13 **Word 2003 (Level 3) at Canterbury Elementary School**  
Instructor – Tracey Sinclair  
This class will take you into some of the more advanced features of this program such as creating tables, columns, envelopes and labels.
- (T) Apr. 20 **Word 2003 (Level 4) at Canterbury Elementary School**  
*New*  
Instructor – Tracey Sinclair  
This class will introduce you to Word templates to help you quickly and easily create attractive documents such as newsletters, brochures, award certificates, greeting cards, invoices and more. Using Windows Explorer, instructor will also cover creating, managing, and deleting folders/subfolders/files to help you organize documents.
- (Th) May 6 **Excel 2003 (Level 1) at Belmont Elementary School**  
Instructor – Tracey Sinclair  
Gain knowledge of the basics of this spreadsheet program. Learn the basics of setting up a spreadsheet, formatting data, and working with basic formulas.
- (Th) May 13 **Excel 2003 (Level 2) at Belmont Elementary School**  
Instructor – Tracey Sinclair  
A continuation of the Intro to Excel class to learn more about formatting data, performing simple sorts, adding Clip Art and WordArt, using AutoFormat, and more.
- (Th) May 20 **Excel 2003 (Level 3) at Belmont Elementary School**  
Instructor – Tracey Sinclair  
Learn how to create charts/graphs, add headers and footers, freeze rows and columns, and work with sheet tabs.
- (Th) May 27 **Excel 2003 (Level 4) at Belmont Elementary School**  
*New*  
Instructor – Tracey Sinclair  
This class will cover more of the advanced features Excel has to offer such as drop-down lists, filtering techniques, data forms, text to columns, pictographs, linking cells, and basic data validation rules.
- (T) June 1 **PowerPoint 2003 (Level 1) at Belmont Elementary School**  
Instructor – Tracey Sinclair  
Combine text and graphics to create an electronic slide show using this presentation software.
- (Th) June 3 **PowerPoint 2003 (Level 2) at Belmont Elementary School**  
Instructor – Tracey Sinclair  
Build on the skills you learned in the Intro class. Learn how to create action buttons that give your PowerPoint presentation the feel of a web page. Learn custom animation techniques to dazzle your audience.

**Advanced registration is required.** Classes will be limited to 10 people in order to provide adequate assistance to all participants. Please contact SAU 80, Office of the Superintendent, at 267-9223 to reserve your space today. If you are unable to attend a class for which you have registered, a courtesy call to cancel your reservation is appreciated. There is often a list of people waiting to attend these classes.