

## SENIOR NET HUNTINGTON LEARNING CENTER

### Frequently Asked Questions

1. **What is your approach to teaching seniors how to use computers?**

We are all volunteers, ourselves seniors, dedicated to teaching seniors how to use computers. We want to show you how to keep up with your grandchildren! We offer courses and workshops in our lab where each student has her/his own computer (no doubling up on one computer). The classes are small: never more than 12 in a class. Each class has an instructor and several coaches. The coaches provide help to individual students during the class. We provide a light, relaxed atmosphere where learning takes place while we all have fun. No grades, no pressure! And the cost is very low.

2. **To whom do you offer courses?**

We offer courses to seniors of quite a range of computer experience. There are courses for complete beginners, for those of intermediate computer knowledge, and to those who wish help with advanced topics.

3. **How do I register for courses and workshops?**

You can register by mail, or in person at the office, or at the Open House. Phone for details [631-427-3700 ext. 268].

4. **I would like to learn how to use the computer. What course should I start with?**

***If you need help in typing, take the typing course FIRST, and then:***

start by taking the Introduction to Computing I (Basic Processes) course where you will learn how to: turn the computer on and off, use the mouse and the keyboard, navigate the computer screen and Start menu, use Hardware and Software, connect to the Internet, and more! You will receive considerable "hands on" computer practice. Since this course prepares you for all the other courses, if you are new to the computer it is a **pre-requisite** for ALL courses.

5. **Now that I have completed Introduction to Computing I (Basic Processes), and have become more familiar with the computer, what can I do with it? Specifically, what kinds of tasks can I accomplish by using the computer? What course should I take next?**

Take the Introduction to Computing II (Basic Applications) course, which is a continuation of Introduction to Computing I (Basic Processes) course. Now you are ready to learn what specific tasks you can do with the computer --- computer **applications**. In this course, you will get a survey of word processing, spreadsheets, databases, graphics, the Internet, E-mail, and more. Thus you will be able to create, format and edit text, enter financial data onto spreadsheets, enter and manipulate information via databases, create individualized greeting cards and other graphics, do limited editing of photographs, explore the Internet, and be introduced to how to use E-mail. When you have finished this course, you may choose to follow up with any of the other courses in accord with your own interests. **IF YOU ARE NEW TO THE COMPUTER, THE TWO INTRODUCTORY COURSES ARE PRE-REQUISITE TO ALL OTHER COURSES (as listed below).**

6. **I want to learn how to write and edit letters and other text, how to change its appearance, how to automatically correct spelling (I remember the horrors of the old fashioned typewriters), make copies of text automatically, include pictures in my letters, and save and print what I write. What course should I take?**

Take the Introduction to Word Processing course where you will learn how to do these tasks. You will also learn how to space your lines and paragraphs, create numbered lists (such as this one), make tables, create Newsletters, and related issues.

7. **I have Microsoft Windows but it all seems mysterious to me. What does it do? What do I need to learn about it? What course should I take?**

Take the Windows course and you will learn the basics of Windows including tasks that are germane to ALL computer programs such as: what is inside the computer, setting up your own filing system, working with shortcuts and folders, performing Virus checks, and installing and removing programs. These processes apply to working with text, music, and pictures---in short, whatever you want to use the computer for.

8. **I'm confused. In what sequence should I take courses?**

You are not confused! As each person has different interests and strengths, it is not possible to map out a precise plan that fits all. If you are new to the computer you should take the TWO Introductory courses, and then take those courses that you find suitable, and in the order that fits you. During the Open House, you can raise questions and solicit advice that is tailored to your own needs.

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9. **Some friends of mine are making their own greeting cards, personalizing these instead of buying ready made (and perforce, NOT individualized) cards --- what course teaches this? I want to put my pictures (film or digital) into my computer --- I also would like to learn how to use a digital camera. Again, what course should I take?**  
Take the Graphics course which features: creating your own greeting cards, calendars and posters; learning to use the scanner which is a device that enables you to put pictures into your computer and is also used to bring text into your computer. The scanner is a very valuable tool that is difficult to learn without instruction! Also covered is an introduction to the digital camera. Since this course teaches the PRELIMINARIES for digital editing, it is a pre-requisite to the Digital Camera Course.
10. **Speaking of digital photography, I would like to learn how to use my digital camera. What course should I take?**  
First take the Graphics course that will familiarize you with the scanner, and introduce you to how to use the Digital camera. After completing the Graphics course, then enroll in the Introduction to the Digital Camera course. (Note: equivalent experience may make unnecessary taking the graphics course first). The Digital Camera course, covers the components of a digital camera system, how to take digital photographs and how to download photographs from the camera into the computer. STUDENTS MUST HAVE ACCESS TO A DIGITAL CAMERA FOR THIS COURSE.
11. **I would like to learn how to edit digital photographs I take with my digital camera. What course should I take?**  
First take the Introduction to the Digital Camera course. Then take the Basic Photoshop Elements Editing course where you will learn the basics of editing digital photographs. Specifically, you will learn how to: crop, adjust color and brightness, and to do other photo enhancing processes.
12. **I have already completed the Basic Photoshop Elements Editing course, and would like to learn some advanced techniques. What course should I take?**  
Enroll in the Advanced Photoshop Elements Editing course which is open ONLY to students who have previously completed the Basic Photoshop Elements Editing course. Advanced editing techniques will be studied in this course. [This advanced course is not being given this Summer semester].
13. **I would like to know how to use the Internet to find information and to follow what's going on. I would like to know how to send and receive e-mail, how to open and create e-mail attachments, and how to set up my personal address book. What course should I take?**  
Take the Introduction to the Internet course. Here you will learn how to use the Internet and e-mail. Furthermore, you will learn how to safely use e-mail attachments, and create a personal address book containing names, addresses, phone numbers, and e-mail addresses. Setting up an address book makes sending e-mail a lot easier than looking for scattered pieces of paper that contain this information!
14. **I have taken the Word Processing course and know the basics of word processing. I would like to learn how to use a desktop publishing program to create brochures, newsletters and the like. What course should I take?**  
If you have taken the Introduction to Word Processing course or have equivalent experience, take the Desktop Publishing course. You'll learn how to brochures, newsletters and posters using Microsoft Publisher.
15. **I'm intrigued by all I've seen and read about the iPod. Is this a difficult device to master?**  
On the contrary, much of the iPod's success is due to its ease of use. In the Introduction to the iPod course you'll learn to transfer music from CDs to your computer, create your own playlists (allowing you to listen to songs in any order you want), access free Internet radio programs, buy music online and create your own CDs.
16. **I have recently purchased a computer that runs Microsoft Vista and Office 2007. These are very different from the earlier versions of the software that I'm used to. What course should I take?**  
Take the New Software Protocols course, which introduces features of Vista, Microsoft Office 2007, Internet Explorer v7, and other new revisions of software that have changes that might be confusing at first. This course is best for those people familiar with Windows and Office software.
17. **I like to paint and draw. I know that there are expensive programs that will let me do this on the computer, but do you have a course that will teach me the basics using an inexpensive program?**  
Yes - the Art & the Computer course. You'll learn to create paintings using Microsoft Paint, a program that is already installed on all computers running Windows.
18. **I am interested in buying and selling items on eBay. What course should I take?**  
Take the eBay Workshop. You will learn how to use the eBay web site: the world's largest "garage sale". You will be shown how to register, sell, bid and buy in a step by step presentation. Some of those treasures in your "attic" may well become items to sell or add to.