

CLASSES... *each Class is offered once every month at the Macintosh Computer Learning Center*

All CLASSES are drop-in • 1:00 to 3:00 • \$2.00 donation to support the Learning Center

CLASS for Novices • *Instructors: Faye Pearl, Metche Franke & Louise Doslu*

The CLASS for Novices addresses the needs of new and near-new computer users, focussing on learning both basic and essential skills required to master computer use. Through demonstrations and hands-on exercises we go from mouse skills to file management for documents, photos, addresses and email.

*Meets on **first Wednesday (10:00 a.m.)** of every month unless preempted by a holiday or summer break.*

Mac 101, Hands-on & Lecture CLASS • *Instructor: Shell Weinberg*

Designed for *Beginners, New Users, users with some knowledge*, who want to know more about the **Fundamentals & Basics** of Mac computer operation. Basic information is offered about such things as: *the Finder, the Menu Bar, the Dock, setting Preferences, features of a window, organizing files and folders*, and may also include a glimpse at *Pages Word Processing* and other programs. Some hands-on exercises to help you experience the actual task as it is demonstrated.

*Meets on the **second Wednesday** of every month unless preempted by a holiday or summer break.*

Mac 201, Hands-on & Lecture CLASS • *Instructor: Wim Vermolen*

This CLASS is the next step **after Mac 101**. Information and exercises learned there will be presented in greater detail. This CLASS features the Mac Operating System and accompanying applications. Each session will highlight one or more apps such as *iLife, iPhoto, iWork, Mail, Preview, Safari and TextEdit*. Tips and tricks on how to use your computer will be discussed and unique keyboard commands (shortcuts) will be emphasized.

*Meets on the **last Tuesday** of every month unless preempted by a holiday or summer break.*

Email & Internet CLASS • *Instructor: Anne Clark*

For email and Internet users on all levels. Topics may include *OS X Mail, Gmail, Yahoo! Mail, Safari, and Firefox*. This CLASS allows for a combination of instruction, demonstration, hands-on experiences, questions and answers, and discussion. Sending and receiving attachments will be covered in every session. All attendees are encouraged to bring their questions and contribute information based on their own experience. Every participant will receive a handout for future reference and review.

*Meets on the **first Thursday** of every month unless preempted by a holiday or summer break.*

Digital Photo CLASS • *Instructor: Anne Clark*

This CLASS offers information, demonstration, and hands-on exercises for anything related to digital photos. This might include how to import your digital photos from your camera into your Mac, how to organize them, how to edit them, and how to share them via email, Internet albums, and printing. In each class session, some aspects of different photo related applications will be covered. Examples of these applications are: *iPhoto, Photoshop Elements, Picasa, Preview*, and more. This CLASS allows for a combination of discussion, questions and answers, and teaching, with hands-on activities. Every participant will receive a handout for future reference and review.

*Meets on the **third Thursday** of every month unless preempted by a holiday or summer break.*

Slideshows 101 CLASS • *Instructor: Michael Moore*

This CLASS is presented using the **Keynote** program. The Instructor will demonstrate 3 different styles available including: *iPhoto Slideshow, iDVD Slideshow, and iMovie Slideshow*. Each has its special way to create and produce a slideshow. A demonstration disc is available for those students asking for it.

*Meets on the **last Friday** of every month unless preempted by a holiday or summer break.*

- Date & Time Schedules available:**
- the Macintosh Computer Learning Center
 - monthly Club Newsletter, "Apple PEALINGS"
 - Club Website, **www.themacclub.org**
 - Laguna Woods Globe, published on Thursdays
 - Channel 6, on TV



10-21-09