

# COMPUTER CLASS DESCRIPTIONS



WINTER PARK TECH'S

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### Access Introduction 📖

This is a powerful database management program designed to run in the Windows environment. Its primary purpose is to provide an efficient system for storing large amounts of data—a system in which any one piece of information can be quickly located.

*Prerequisites: Word Processing ~Typing is a PLUS..*

### Access Intermediate 📖

This class will broaden the users' knowledge of Access by introducing the concept of working with multiple tables & relating the tables. It will also include intermediate techniques for queries & reports, customizing forms & using the database wizard. *Prerequisites: Access Introduction.*

### Address Book OS X 🍏

This course overviews Apple's Address Book application, which comes preloaded on all new computers. Address Book allows you to enter all of your contact information in one place and makes managing it simple.

*Prerequisites: Macintosh OS X Tiger & familiarity with the Macintosh computer.*

### Apple Keynote 🍏

In this class you will learn to develop and deliver stunning & interactive presentations using Macintosh software. You will learn to use the toolbars, inspector &, palettes. You will also understand how to add images, sound, transitions, charts, tables & apply themes and templates to your presentation. The instructor will also cover a variety of different presenting futures such as setting up a projector & printing handouts.

*Prerequisite: Intro. to Inter. Macintosh user.*

### Computer Maintenance for Windows 📖

Learn how to troubleshoot & maintain your Windows computer to keep it working at its peak performance. In this class you will experience discussions & hands-on use of utilities programs, hardware installations & virus protection programs. Learn about the Windows operating system including Control Panels, the Extensions & Preferences. *Prerequisites: Windows XP.*

### Designing Web Sites using XHTML & HTML 📖

Learn to construct Web pages with HTML (Hypertext Markup Language) & XHTML (Extensible Hypertext Markup Language). The course will cover basic XHTML codes to include images, lists, tables, links, hexadecimal color values & frames. It will also cover the procedure for setting up a Web site on the Internet. You will use the Notepad application from the Windows operating system.

*Prerequisites: Beginning Computers/Windows XP & Internet.*

### Dreamweaver Basics & Beyond 📖

Macromedia Dreamweaver 8 is the established program of choice for Web design. Dreamweaver is very designer friendly, with zooming, layout guides, and updated browser testing. This course offers an introduction to Dreamweaver 8 and creation of Web sites.

*Prerequisites: Basic understanding of Windows..*

### Dreamweaver Introduction 📖

Learn to construct web pages with Dreamweaver. In this entry-level course, students will cover, HTML basics, defining sites, path structure, file management, linking, inserting images, tables, functions of the Internet & the basic anatomy of a website from the server to the viewed web page. Upon completion, students will be able to create a basic web site to simple specifications.

*Prerequisites: An Intermediate or Advanced computer user.*

### Dreamweaver Intermediate 📖

In this course students will cover features such as: XHTML basics, rollovers, CSS, forms, templates, integrating with Fireworks, the find & replace command, Media objects/plugin-ins, iFrames & publishing a site to the Internet. Upon completion, students will be able to create a basic web site to simple specifications.

*Prerequisites: Dreamweaver Intro. &/or an Intermediate or Advanced computer user.*

### eBay Buying & Selling 📖

If you are interested in becoming a buyer &/or seller on eBay then this is the class for you. This step-by-step, hands-on class will take you through the process of posting an item for sale on an online auction, successfully bidding on that item you always wanted, managing your account and much more. eBay accounts should be established before the start of class.

*Prerequisites: Windows & Internet knowledge.*

### Effective Presentation Skills 📖

Learn to conquer your fear of public speaking with this energetic day of building presentation skills and strategies. This entry-level course will help students prepare and deliver a well-organized presentation, use new technology for effective visual aids, capture and maintain audience interest, and learn techniques for improving expression. Upon completion, students will be able to stand in front of an audience and seamlessly use technology while presenting information. This course will utilize Microsoft PowerPoint 2003.

*Prerequisites: Some experience with MS PowerPoint.*

### Excel Introduction 📖

With this spreadsheet software, discover the one-stop toolbar & many other timesaving features as you learn to create, edit, format, & print financial worksheets. Learn to work with multiple spreadsheets, auto formatting, formulas, creating charts & much more.

*Prerequisites: Typing is a PLUS & Windows XP.*

### Excel Intermediate 📖

This class teaches the user the auto calculate, using alignment features, & creating charts. You will also be taught unique functions such as Sum, Average, Max & Min; naming ranges; customizing Excel & more.

*Prerequisites: Excel Intro.*

### Fireworks Introduction 📖

A graphics program used to create & edit sophisticated images for the Web. With Fireworks, you can quickly create image maps, rollover buttons, animations, & entire Web pages. You will learn to create import objects from other applications, work with grouped objects, & layers.

*Prerequisites: Dreamweaver MX/8 Intro.*

### Flash Intro ~ Web Design 📖

Understand the language & uses of FLASH (Webpage animation), the premier multimedia-authoring tool. Learn to design & deliver motion graphics, movies, sound files, presentations, low-bandwidth Web sites, & more.

*Prerequisites: Beginning Computers, Internet & Dreamweaver a PLUS.*

### Homepage with .Mac Account 🍏

This class covers the multitude of features you get with your .Mac account from Apple, including iDisk, Backup, iSync & ever-changing member benefits, including online tutorials & software. Learn how to publish & manage your own Homepages, creating them from Apple's website or from iPhoto 5.

*Prerequisites: Intermediate Macintosh user.*

### Illustrator Introduction 📖

In this one-day overview seminar we will discuss the fundamentals of this powerful vector art-drawing computer program. Illustrator uses vectors to create computer graphics. We will discuss computer graphics basics (terminology, color spaces, graphic file types, etc.), discuss practical uses for Illustrator for work or personal uses, practice using the pen tool in creating simple objects, practice using the Live Trace tool (converts bitmap art to vector art), explore using fonts with filters and effects to create eye catching headlines, and creating a simple vector art logo from scratch.

*Prerequisites: Knowledge of basic computer skills.*

### Illustrator Intermediate

In this one-day overview class we move past the fundamentals taught in the Illustrator Intro. and into the intermediate aspects of creating artwork in this vector art drawing program. Students gain confidence & build experience using the Pen Tool, creating Typographic techniques, creating custom colors and using the Transformation / Pathfinder Tools.

*Prerequisites: Illustrator Intro.*

### iPhoto

The iPhoto program by Apple is an amazing digital photo application containing a multitude of features behind a simple, easy to use interface. We will cover importing, creating albums, organizing & editing, & discuss the various ways of showing, printing & sharing your photos.

*Prerequisites: Intermediate Macintosh user.*

### iTunes

Learn to use the iTunes program by Apple. This class will show you how to listen to your audio CDs & create Playlists, burn your own CDs from your music collection & even listen to live Internet radio.

*Prerequisites: Intermediate Macintosh user.*

### iWeb Part 1 & 2

This course overviews Apple's iWeb application, which is part of the iLife 06 suite of programs. iWeb allows you to quickly create websites & blogs, complete with photos and movies, and get them online fast. This course ONLY covers publishing to a .Mac account; therefore students MUST have an active .Mac account. **Note:** You can create a trial account by visiting <http://www.apple.com/dotmac>.

*Prerequisites: Mac OS X Tiger & familiarity with Macintosh*

### InDesign Introduction &/or Intermediate

InDesign CS2 software takes page design to a new level, combining extraordinary production power & creative freedom with innovative cross-media support. Through its tight integration with Photoshop, Illustrator, & Acrobat software. InDesign helps you produce publications quickly & output them reliably. Learn the basic and advanced features, as well as create layouts with text, graphics, frames, tables & much more.

*Prerequisites: Intermediate computer user.*

### InDesign Projects and Open Lab

This course is for students who have already worked with InDesign and wish to review their skills. Sample projects will be provided by the instructor and students will work on their own to complete them, with guidance from the instructor if needed. *Prerequisites: InDesign Introduction.*

### Keyboarding

Stop using the hunt-&-peck method of typing. Learn how to type quickly & easily using unique exercises designed to increase speed & efficiency. This hands-on class is just the place to start for beginners or those who are eager to use their time more effectively by learning to type properly. *Prerequisites: None.*

### Macintosh Tiger- Introduction

This class is for beginning students who are interested in learning about the OS of the Macintosh. Some of the topics that will be covered are: understanding the different interfaces, changing properties, file management, customizing & installing applications, burning to a CD & using other saving devices, troubleshooting & brief introduction to iTunes, iPhoto & iMovie.

*Prerequisites: None.*

### Mac Updates

Overview of new computer technologies & programs on the Macintosh computer. Including troubleshooting, class discussion of computer news, demonstrations of software & hardware, information on updates for OS & applications, & hands-on practice of various software programs. *Prerequisites: Beginning Computers, Maintenance &/or intermediate to advanced knowledge of the Macintosh computer & operating system.*

### Mail OS X

This course overviews Apple's Mail application, which comes preloaded on all new computers. Mail is more than just an email sending and receiving application. You can manage and track messages, guard against spam and even create Smart Folders that automatically do the organizational work for you.

*Prerequisites: Mac OS X Tiger & Familiarity with the Macintosh.*

### Office 2003 Overview ~ Microsoft

Microsoft Office, often referred to as simply "office", is a collection of programs that you can use to produce a wide variety of documents, including letters, spread sheets, mailing lists, graphics presentation, Web pages, & comprehensive reports. Overview on Word, Excel, PowerPoint, & Access. *Prerequisites: Beginning Computers/ Windows XP.*

### Outlook Introduction

Outlook is an information manager that enables you to manage & organize different types of information. You can communicate with others using email, store & update contact lists, keep a journal, maintain a to-do list, schedule activities, & create notes. *Prerequisites: Beginners/ Windows.*

### Photo Restoration

Learn the technique of retouching & restoring photographs. In this class you will learn some of the techniques to remove cracks, wrinkles, tears, & color damage of photos. We will learn to remove people or objects from one picture, add people or objects to another.

*Prerequisites: Suggested- Adobe Photoshop Introduction.*

### Photoshop Elements Introduction

Photoshop Elements is a program for the mid-range image editing market. It's not as powerful as its big brother - Photoshop CS2 but it still has some very powerful & automated capabilities. This class is geared for someone just getting into Digital Photography, Scrapbooking or creating computer graphic images. Retouching, removing red-eye & wrinkles, adding special effects like vignettes, & even creating panoramic scenes. You'll also learn how to choose from hundreds of templates from greeting cards, calendars, stickers, awards, certificates, postcards, & more.

*Prerequisites: Windows XP & Microsoft Word.*

### Photoshop Elements Intermediate

This class builds on the basic computer graphics foundation taught in the introductory class. More advanced image editing techniques (such as selections & layers) will be covered with an emphasis on more hands-on time.

*Prerequisites: Windows & Microsoft Word.*

### Photoshop Elements Advanced

Learn all the filters that come with Photo Elements. Also there will be some integration with the Internet & learning to use E-circle to put photos on a Web Page.

*Prerequisites: Photoshop Elements Introduction & Microsoft Word.*

### Photoshop Elements Comprehensive

Photoshop Elements is a program designed for editing and enhancing your images at home on your computer. With this program, you will be able to download digital images from your digital camera and organize the photos on your computer. You can create postcards, greeting cards, calendars, and photo albums with just a few clicks of the mouse.

*Prerequisites: Students should have basic understanding of Windows.*

### PhotoShop Introduction 📖 🍏

Learn the basics of the image-editing program used by professionals. Learn to make & save selections, apply filters, combine multiple images into one, create text for an image, retouch imperfections in an image, a few quick techniques for great effects & much more.

*Prerequisites: This course is designed for an intermediate or advanced computer user.*

### PhotoShop Intermediate 📖 🍏

Get a firmer footing on this high-end graphics program used by professionals by creating projects. Modify & create images & graphics following step-by-step lessons. Learn to apply filters, combine multiple images into one, create text for an image, & retouch imperfections in an image & more. *Prerequisites: PhotoShop Intro.*

### PhotoShop Advanced 📖 🍏

Take hold of the high-end graphics program used by professionals by creating advanced projects. Incorporate Photoshop & Illustrator in step-by-step lessons. Use the toolbox, keyboard shortcuts, filters & palettes. Follow templates to create illustrations.

*Prerequisites: PhotoShop Intro & Intermediate.*

### PowerPoint Introduction &/or Intermediate 📖

Learn to use this impressive presentation program. Discover how easy it is to create incredible sales reports by using an existing formatted presentation, setting up a master slide, & creating graphics & slide shows.

*Prerequisites: Keyboarding/Windows XP, & Microsoft Word.*

### Practice Lab (Windows or Photoshop) 📖 🍏

Extra practice time on the computer. Use our equipment & software. No lecture. Work at your own pace on your own projects. There will be an instructor available to help & answer questions. Limited step-by-step books available. You can purchase books from our bookstore. Tutorials are available for beginners.

*Prerequisites: to have taken any computer class we offer.*

### Project 2003 Intro. &/or Inter. ~ Microsoft 📖

MS Project is a program that can help you make an impact at work! It can help you and your teammates increase productivity through tools that enable you to effectively plan, manage projects and convey project status and details. With Project you can gain greater visibility into your employees' skills and availability through a central resource pool. You can also ensure that the right people are available for future projects and transfer important project data smoothly to PowerPoint, Word & Visio.

*Prerequisites: Basic knowledge with other MS Office programs.*

### Publisher 2003 ~ Microsoft 📖

With Publisher it's easier than ever to design, create and publish professional materials for personal or business use. Not only is Publisher a great program at developing publications, but it can help you with your scrap booking adventures as well. This class will cover the use of text boxes, columns, importing, tables, templates and much more.

*Prerequisites: Basic knowledge with other MS Office programs.*

### QuickBooks Introduction 📖 🍏

This program contains all the features necessary to organize your finances & allows you to focus on your financial needs without becoming an accountant or a financial planner. You will learn how to easily determine your financial worth, create reports, list all your cash, checks, & credit card transactions, & much more.

*Prerequisites: Beginning Computers/ Windows XP- Typing a PLUS.*

### Safari & Firefox Web Browsers 🍏

This class covers two web browser programs for the Macintosh. Learn how to setup your preferences & customize these programs to take full advantage of all features, including tabbed browsing, auto-fill & built-in search functions. Work efficiently by using Bookmarks to save your most visited websites, learn to organize & manage these lists.

*Prerequisite: Basic knowledge of the Macintosh computer.*

### Video Conferencing Skills 📖

You will learn to prepare for and manage effective meetings and sessions using this convenient technology. Not only will you learn how telephone, data and other networks work together with the videoconferencing system, but how to use presentation tools such as- visual aids and handouts for a conference. Also, students learn about the effects of timing and location for audiences and learn what follow-up actions are necessary after a videoconference.

*Prerequisites: Windows XP.*

### Windows XP Introduction 📖

Learn to use the Windows menus, functions, & applications. Learn the different ways to start & exit Windows, using multiple users. Learn to use the various elements of the Windows Desktop, setting screen savers & backgrounds, & how to manage (save/delete) files on the hard drive. *Prerequisites: none.*

### Windows XP Intermediate 📖

Now that you have a working knowledge of the basic functions of Windows, learn more essential skills using the new upgrade, Windows, as well as the necessary DOS functions & commands. This course further includes information pertaining to various DOS & Windows system programs & utilities. Additionally, the course discusses related topics pertaining to system setup & configurations. *Prerequisites: Windows XP Intro.*

### Word Introduction 📖 🍏

In this class you will learn text entry; creating & editing documents; searching & replacing; selecting, moving & copying text; changing justification, margins, orientation, tabs indenting; & using the icon bar. Also covered are proofing & improving a document using a spell check & thesaurus, & much more.

*Prerequisites: Keyboarding &/or Windows XP.*

### Word Intermediate 📖 🍏

In this class you will learn how to copy & move text; perform a basic mail merge; create a report; & input graphics into a document. You will also learn how to create a table & use the AutoText features.

*Prerequisites: Microsoft Word Intro.*

### Word Advanced 📖 🍏

This class is designed for the students who have completed the Intermediate course for Word. You will learn more advanced features of Word, such as columns, clipart, tables, styles, macros, & the unique drawing features. The entire class will be involved with using Word to develop a brochure.

*Prerequisites: Microsoft Word Intro & Intermediate.*