

Fall 2010 Workshop Descriptions

(H) = Hands-on workshops (P) = Presentation workshops

Introduction to E-Mail (H) is an introductory class and will focus on using a free e-mail account with an existing internet provider - Google. Workshop participants will become acquainted with e-mail features such as: Inbox, Sent Items, Deleted Items, Address books, Distribution lists, as well as how to compose, reply, and forward e-mail messages. Prerequisite skills for workshop participants are: basic microcomputer and internet use skills.

Introduction to the Internet (H) is an introductory class and will focus on basic skills using Microsoft's Internet Explorer application (Toolbar, Internet Options, Searching, Adding and Organizing Favorites and more!). Prerequisite skills for workshop participants are: basic microcomputer and internet use skills

Introductions to PCs: Microsoft Windows XP I (H) is a beginners' class and will focus on basic operating system skills. Topics include: Mouse and Keyboard skills, Desktop, Start Menu, Working with folders, Windows accessory applications and more. There are no prerequisite skills required for workshop participants.

Introduction to Craigslist (P) will introduce workshop participants to Craigslist, the brainchild of Craig Newmark, and has become one of the most popular classified listings sites on the Internet. Craigslist offers job advertisements, personal ads, ads for cars, pets, home supplies and a plethora of other choices. Workshop participants will be introduced to and gain skills in using this online resource through a series of activities and assignments. Prerequisite skills for workshop participants are: basic microcomputer and internet use skills.

Facebook 1 (P) is a presentation workshop about a free popular social networking website. The workshop will demonstrate to participants how users can add friends and send them messages, and update their personal profiles to notify friends about themselves. In addition users of Facebook can join networks organized by city, workplace, school, and region. Prerequisite skills for workshop participants are: basic microcomputer and internet use skills.

Digital Photography (H) is a hands-on workshop that will allow participants to gain skills on taking, transferring and editing digital photographs. Basic file management, movement and storage of digital photographs and graphic types will be included. Prerequisite skills for workshop participants are: basic microcomputer, digital photography and internet search skills. Workshop participants will be encouraged to bring their personal digital camera and associated cables/cradles memory cards.