Computer Club of Sun City Classes

Class Title	Class Date(s) & Description
Windows System	
Computing 101 (C-101) Three two-hour sessions	Tu-W-Th; Apr 23, 24 and 25; 1-3pm Tu-W-Th; May 21, 22 and 23; 9-11am Tu-W-Th; Jul 23, 24 and 25; 9-11am Tu-W-Th; Aug 20, 21 and 22; 9-11am Tu-W-Th; Sep 24, 25 and 26; 1-3pm M-Tu-W; Oct 21, 22 and 23; 1-3pm Tu-W-Th; Nov 19, 20 and 21; 1-3pm Tu-W-Th; Dec 17, 18 and 19; 1-3pm This is a start-at-the-beginning class taught using Window 10 PCs. It will provide a solid foundation for using a Windows PC which will equip you to better use your home computer as well as prepare you for other classes offered at the Computer Club.
File Explorer-Win 10/11 Three two-hour sessions	Tu-W-Th; Apr 9, 10 and 11; 1-3pm This class is designed for those with at least minimal exposure to Windows 11 (or a recent version of Windows) but want to know more details about how to manage the storage and retrieval of files, and how to organize them using Windows' powerful File Explorer. The class includes "This PC" with all of its built-in system folders. Practical hands-on work creating folders and sub-folders; copying and moving files between storage devices and folders; customizing the contents view of a folder; assigning the type of data stored in a folder; using the Recycle Bin; and more.
Office Programs	
Word I Three two-hour sessions	Tu-W-Th; Apr 23, 24 and 25; 1-3pm The basics of word processing using the Microsoft Word program; creating, saving, and printing documents; formatting documents (including aligning and enhancing text, use of various fonts). Word 2007/2010 can be used on Win XP, Vista and Win 7/8/10 computers.

As of 3/31/2024

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Class Title	Class Date(s) & Description
Excel - I Three two-hour sessions	Tu-W-Th; Apr 9, 10 and 11; 1-3pm Tu-W-Th; May 7, 8 and 9; 9-11am Tu-W-Th; Jul 9, 10 and 11; 9-11am Tu-W-Th; Aug 6, 7 and 8; 9-11am Tu-W-Th; Sep 10, 11 and 12; 1-3pm M-Tu-W; Oct 7, 8 and 9; 1-3pm Tu-W-Th; Nov 5, 6 and 7; 1-3pm Tu-W-Th; Dec 3, 4 and 5; 1-3pm Introduction to spreadsheets using Microsoft Excel. You will learn about cells, data values and beginning formulas (functions). Learn how you can record home expenses and have at your disposal all individual totals of each expense category. Other helpful features learned will be copying and pasting data, filling series, replicating, shading certain cells and enhancing your project with borders. On-Line description: With Online Excel, you can create and edit spreadsheets right in your web browser. Any browser! There's no need to purchase and install special software. It's free to use and make your own. You will learn about cells, data values and beginning functions. Discover how to crunch numbers like a pro. You don't even need your own computer. Work from anywhere!
Photo/Video – None scheduled	

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