

Introduction to computers classes

Do you understand your computer? Do you feel like you're the only one who doesn't know how a mouse works? This eight-week hands-on class is for you. It's specifically for beginners at a very basic level. This class is intended to help seniors understand the computer and how to use it. All students are beginners or have very little knowledge of computers. Taught slowly by senior instructors, these classes allow students a better understanding of the material. The class fee is **\$50** and includes a comprehensive manual. **Please note:** Classes are taught on personal computers and **not Apple/MacIntosh** computers.

To register, please complete the form below and mail it with your check for \$50 to The Shepherd's Center of Charlotte. Please mark a box below for any session you are able to attend, using 1, 2, 3 and 4 in priority order. If seats are at a premium, the student with the earliest registration will receive priority. Assignments and confirmations will be made shortly before the classes begin. Don't plan on being in a particular class until you are notified.

<input type="checkbox"/> Mondays , starting July 14 - 1:00-4:00 p.m. <input type="checkbox"/> Tuesdays , starting July 15 - 9:00-12:00 noon	<input type="checkbox"/> Wednesdays , starting July 16 - 9:00-12:00 noon <input type="checkbox"/> Thursdays , starting July 17 - 9:00-12:00 noon
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Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip _____ Congregation _____

Please make checks payable to **The Shepherd's Center of Charlotte**, P.O. Box 6052, Charlotte, NC 28207.

Cost: \$50 Location: Southminster Retirement Community, 8919 Park Rd., **Directions and Parking:** **South** on Park Rd., **left** at light at Smithfield Church Rd., **right** into driveway of Quail Hollow Presbyterian Church, **left** around church, park in the back along the fence then take yellow steps down to Southminster and follow the signs. Instructors will meet you in the dining area before your first class.

Computer short courses

Short courses are also offered throughout the year. The following classes are currently scheduled and are open to those who complete **Introduction to Computers** or who have comparable skill levels. Please call The Shepherd's Center office to register, **704.365.1995** or e-mail, jwright@shepherdscharlotte.org. Manuals are included with all classes, which are held at Southminster Retirement Community, (see above). **All classes are \$25. These classes fill up fast. Please call to be put on the waiting for the class of your choice listed below or to be scheduled soon.**

<p>Digital Photo Management & Editing In this 9-hour, 3-session course, you will learn how to manage and edit digital photos, from loading the pictures into the computer to editing and sharing. This class does NOT teach you how to use your digital camera.</p>	<p>Tuesday, Wednesday & Thursday July 8, 9 & 10 9:00 a.m. - 12:00 noon</p>
<p>Microsoft Word This 3-session, 9-hour course is designed to build word-processing skills such as letter writing and forms.</p>	<p>To be announced. Please call to reserve your spot today!</p>
<p>Microsoft Excel In this 9-hour, 3-session course, you will create several varied Excel spreadsheets and learn basic skills including building simple formulas and manipulating data.</p>	<p>To be announced. Please call to reserve your spot today!</p>
<p>Internet/Email This is a 3-session, 9-hour course where you learn basic skills on how to navigate the Internet and how to send and receive email.</p>	<p>To be announced. Please call to reserve your spot today!</p>