

<b>Senior Link Course (for those 60 and over)</b>		
Dates	Day and Time	Cost
<i>Introduction to Windows XP/98/ME, WordPad and Internet and E-mail (6 hrs of instruction and practice)</i>		
Feb. 8, 10, 15, 17, 22, 24	3 Tuesdays & 3 Thursdays 1:00 pm - 3:30 pm	\$110.00 (6 classes)
<i>Advanced* SeniorLink (10 hrs of instruction and practice)</i>		
To be scheduled for April	4 Fridays 1:30 pm - 4:00 pm	\$80.00 (4 classes)

\*Advanced course: requires a knowledge of WordPad/Word & Internet

## Workshops & Seminars

Short practical introductory courses to a variety of current interests in a computer environment. A knowledge of WINDOWS O/S & Internet is required

<b>Workshops &amp; Seminars</b>		
Dates	Day and Time	Cost
<i>How to choose a PC computer</i>		
Jan. 22	Saturday 1:30 pm - 3:30 pm	FREE
<i>Banking on the Internet</i>		
Jan. 24	Monday 9:30 am - 11:30am	\$20.00
<i>How to organize folders, directories, toolbars, etc</i>		
Jan. 29	Saturday 1:30 pm - 3:30 pm	\$20.00
<i>How to protect a computer from Internet intruders</i>		
Feb. 1	Tuesday 9:30 am - 11:30 am	FREE
<i>Build a simple web page (two sessions)</i>		
Feb. 7, 11	Monday & Friday 9:30 am - 11:30am	\$40.00 (2 classes)
<i>How to organize and print pictures on the computer</i>		
Feb. 21	Monday 9:30 am - 11:30 am	\$20.00
<i>How to surf the net effectively</i>		
Feb. 25	Friday 9:30 am - 11:30am	\$20.00

The information was accurate at the time of printing.  
Please refer to our website for the latest updates.

## Computer Courses

Small classes and friendly atmosphere

- Introduction to Windows 98/ XP and Internet / E-Mail
- Microsoft Word 2000
- Microsoft Excel 2000
- Powerpoint 2000
- Access 2000
- Web Page Design( HTML)

<b>Courses</b>		
Dates	Day and Time	Cost
<i>Internet and E-mail for semi-Beginners (5 hrs of instruction)</i>		
Feb. 5, 12	2 Saturdays 1: 30 pm - 4:00 pm	\$65.00 (2 classes)
Mar. 19, 26		
<i>Windows 98/XP &amp; Software Applications (For beginners) 8 hrs of instruction (evening) or 10 hrs of instruction (day)</i>		
Jan. 17, 24, 31 & Feb. 7	4 Mondays 1:30 pm - 4: 00 pm	\$130.00 (4 classes)
Jan. 20, 27 & Feb. 3, 10	4 Thursdays 5:30 pm - 7:30 pm	
Feb. 14, 21, 28 & Mar. 7	4 Mondays 1:30 pm - 4:00 pm	
Feb. 17, 24 & Mar. 3, 10	4 Tuesdays 5:45 pm - 7:30 pm	
<i>Introduction to MS Word 2000 &amp; 97 (Word processing application) - 8 hours of instruction</i>		
Jan. 17, 24, 31 & Feb. 7	4 Mondays 5:30 pm - 7:30 pm	130.00 (4 classes)
Mar. 21, 28 & Apr. 4, 11		
<i>MS Excel 2000 &amp; 97 * (Spreadsheet application) - 8 hrs of instruction</i>		
Jan. 18, 25 & Feb. 3, 8	4 Tuesdays 5:30 pm - 7:30 pm	130.00 (4 classes)
Feb. 15, 22 & Mar. 1, 8		
<i>Web Page Design * (10 hrs of instruction)</i>		
Feb. 14, 21, 28 & Mar. 7, 14	5 Mondays 5:30 pm - 7:30 pm	150.00 (5 classes)
<i>MS Power Point 2000 * (10 hrs of instruction)</i>		
To be scheduled for April	4 Saturdays 1:30 pm - 4:00 pm	140.00 (4 classes)

\*Advanced course: requires a knowledge of WINDOWS 98/ME/XP



## Computer Courses & Workshops

**SCHEDULE - Winter 2005**

### The Fraser-Hickson Computer Centre

4855 Kensington at Somerled Ave. in N.D.G.  
(Montreal)

Telephone 489-5301 ext. 203

e-mail: [info@fhcompucentre.com](mailto:info@fhcompucentre.com)

[www.fhcompucentre.com](http://www.fhcompucentre.com)

**Hours:**  
 Thursday: 12:00pm-7:30pm  
 Monday: 12:00pm- 7:30pm Friday: 12:00pm- 6:00pm  
 Tuesday: 12:00pm-7:30pm Saturday: 1:00pm - 4:30pm  
 Wednesday: Closed Sunday: Closed

### Computer Rental Area

Computer Rental \$2.50hr or 5 hr card for \$ 10.00

Anyone may use the computer centre to do work, research or for recreational use.

6 computer workstations with high speed Internet access  
 Laser Color and Black & White Printer  
 Scanner with PhotoShop Editing

### Software available includes:

Microsoft Office 2000 (Word, Excel, PowerPoint, Access)  
 Corel Suite & WordPerfect  
 Internet Explorer, Mozilla & Netscape Navigator  
 MSN Messenger & Yahoo Messenger

The Computer Courses Schedule is available electronically online at <http://www.fhcompucentre.com/computerSchedule.shtml>

Created and published by Ina Angelidou (486-6551)  
 computer support in-home at [ina@inabydesign.com](mailto:ina@inabydesign.com)

Last updated on January 28th 2005

<b>Course Description</b>
<b>Internet and E-mail for semi-Beginners</b>
The ability of computers to communicate with each other has lead to the creation of a world-wide information resource known as the internet. This resource is now easily accessible to everyone through the World Wide Web (WWW or "The Web" or W3), the graphical entryway to the internet. This course will provide participants with an introduction to the Web and its many applications. These include electronic mail (email), search techniques using search engines, downloading data files and software, access to electronic job banks, library, medical and other databases, home banking, and much more. The material will be presented using a mixture of lecture and hands-on practice.
<b>Web Page Design *</b>
This course focuses on creating webpages. In this course, the participant will learn the basics of HTML, the computer language for creating webpages, as well as some advanced features. In addition, the participant will learn how to upload their webpage to the Internet and register the URL with search engines. At the end of the course, the participants will have created a simple webpage, containing text, graphics and other components that they can save onto a disk and publish it on the Net.
<b>MS Power Point 2000 *</b>
This course focuses on creating slide presentations. In this course, you will learn the basics of Powerpoint, which is the industry standard software for oral presentations using a computer. You will learn how to create a slide presentation, then how to "dress it up", using special effects, color illustrations, sounds, music and even film clips. At the end of the course, you will have created a complete slide presentation on a topic chosen by the class. Everyone will have the opportunity to work hands on in building this presentation.
<b>MS Excel 2000 &amp; 97 *</b>
The electronic spreadsheet has become universal in the business environment. Spreadsheet programs have replaced other more traditional means for carrying out everything from budgeting to inventory management. Microsoft Excel has become one of the standards used by businesses everywhere. In this course, you will be introduced to the Excel documents containing formulas, functions, charts and graphics. The material will be presented using a mixture of lecture and hands-on practice.

\*Advanced course:  
requires a knowledge of WINDOWS 98/ME/XP O/S

<b>Course Description</b>
<b>Windows 98/ME/XP &amp; Software Applications (For beginners)</b>
Addressed to people with little or no previous experience in the use of personal computers (PC's), this course offers basic instruction to the user in accessing programs that run on Windows Operating System in IBM compatible PC's, as a first step in becoming computer literate.
<b>Introduction to MS Word 2000 &amp; 97</b>
This course covers most of the features of MS Word, one of the most popular text editors in the market today. During the eight hours of hands-on instruction (with a Pentium computer per student) you will be shown how to use Word to the full extent of its capabilities in the office, study or home environments. After successfully completing the course, you will be able to prepare personal letters, long general texts and academic papers, as well as perform intermediate desktop publishing.

<b>Senior Link Course Description</b>
<b>Introduction to Windows XP/98/ME, WordPad and Internet and E-mail</b>
Basic word processing skills using WordPad. Drag & Drop techniques using the mouse in a software called Paint. How to use the IE browser. How to send & receive e-mails.
<b>Advanced SeniorLink</b> (knowledge of WordPad/Word & Internet required)
Saving & retrieving files, images & webpages. Working with folders & deleting and restoring files. Online greeting cards using MS-Word basics and stationery (WordArt & page borders. Customising the desktop icons, wallpaper, screensaver & window appearance.

The courses, seminars and workshops can also be given in French, should there be sufficient demand.

We are always open to suggestions on topics to cover in additional workshops. Please do not hesitate to contact the centre, should you have any questions, suggestions or comments.

<b>Workshops &amp; Seminars:</b> Short practical introductory courses to a variety of current interests in a computer environment. A knowledge of WINDOWS O/S & Internet is required
<b>How to choose a PC computer</b>
1. Determine the type of computer you need 2. Determine the attributes you want on your new computer 3. Choose a specific make and model 4. Find the best retailer and buy your computer
<b>How to surf the net effectively</b>
You can increase the accuracy of your searches by adding operators that fine-tune your keywords. You can also search by date, language, location and other restrictions.
<b>Build a simple web page (two sessions)</b>
Publish your resumé, share family photos, or connect with others who share your interests. With Yahoo! PageWizards and Yahoo! PageBuilder learn to use basic HTML to create simple web pages. Open a free account with Yahoo Geocities and upload your webpages to your own web address.
<b>How to customize the computer folders, toolbars, etc</b>
Get the most out of your Windows operating system by learning about the different functions and what they can do to make your computer work better. Organize the folders, also called directories, on your computer to keep all your programs and documents where you can easily find them.
<b>Banking on the Internet</b>
Manage your financial life. Real time. Any time. Online Banking is anywhere you have Internet access. With the Royal Bank Website as an example, learn how to check your account activity and balances & pay bills.
<b>How to protect a computer from Internet intruders</b>
The main purpose of the course is getting a broad understanding as to what threats are in the Internet and what can be done to protect a computer that is connected to the Internet. The core of the course will be on specific Internet Security software: How to install, configure and run it to ensure maximum security and protection when connected to the Internet.
<b>How to organize and print pictures on the computer</b>
With so many pictures, how do you organize them all? Learn to use Adobe Photoshop Album Starter Edition (free). How you store your images on your hard drive do not matter, you just import the pictures from your camera, CD, Floppy, hard drive, or scanner. With this software you can put one image in multiple categories, provide a description, and perform quick and easy searches.