

# JACKSON-GEORGE REGIONAL LIBRARY SYSTEM

## CLIC University – Free Computer Classes @ Your Library (All Courses are 3 hrs long and are based on the Windows XP Operating System)

### CLIC 100 - Using the Computer I: Getting Started

Prerequisite: None. This course is for the new computer user.

Students completing this course will understand:

Concepts of Hardware and software	Use of the Start Menu and Taskbar with Windows based programs
The purpose and concept of Windows Operating Systems	Layout of the keyboard and purpose of the special keys such as Ctrl, Alt, the Functions keys and navigation keys
Windows Desktop Layout (Icons, Start Menu, Taskbar, System Tray)	Use of the My Document, and Help folders
Various operations of the Mouse (select, double click, drag, and right mouse functions)	Creating, saving and printing file.
Controlling Windows (open, close, resize and move)	Relocating saved files.

### CLIC 101 – Using the Computer II: Creating Documents and Working with Files

Prerequisite: CLIC 100 or a familiarity with mouse functions, opening and closing programs and documents. Students completing this course will understand:

Basic selecting and editing concepts in a word processing file	Creating personal folders in My Documents
Creating and saving documents in Windows based programs	Creating shortcuts to files/folders and programs on the desktop
Printing a Document	Copying files into new locations
My Computer and the Windows File Structure	Creating backup files
Saving files in the My Documents folder and Flash	Deleting files and working with the Recycle Bin

### CLIC 102 – Using the Computer III: Customizing Windows and Optimizing Your Computer

Prerequisite: CLIC 101

Students completing this course will understand the use of the Windows control panel to customize and work with

Windows Desktop Display	User Accounts
Screensaver and appearance	Printers/Faxes
Taskbar and Start Menu	

In addition students will understand the concepts of:

Add/Remove Programs	Disk Cleanup
Scheduled Tasks	Other tasks to optimize the speed of the computer

### **CLIC 103 - Buying or Upgrading a Computer**

Prerequisite: None

This course is for anyone contemplating the purchase of a new computer versus upgrading an existing one. The course will primarily be a discussion of computer components and features. However there will be hands on exercises comparing equipment online. The course will cover the following:

Introduction of computer models	When to upgrade your system
Taking an inventory of how you want to use the computer and software needed to perform these tasks	Checking your current system for upgrade to VISTA
MAC versus PC	Exercise using online and/or newspaper advertisements
Purchasing "off the shelf" versus online software and hardware	
Introduction to computer external and internal hardware components	

### **CLIC 200 – Using the Internet I: Getting started with Internet Explorer**

Prerequisite: None

This course is for the beginning Internet and Internet Explorer user. The course will cover the following:

Parts of the Internet, Internet terminology	Common elements of web pages: links, navigation, and scrolling
Various ways to connect to the Internet.	Creating a list of Favorites
Introduction to the Internet Explorer 7.0 (IE) browser and the browser toolbar	Printing from the web
How to enter web addresses and the proper format	Change the Home Page in IE
Recognizing hyperlinks	Work with the History created by IE

### **CLIC 201 – Using the Internet II: Top Tasks on the Net**

Prerequisite: CLIC 200

This course is for beginning Internet users. In this course students will experience some of the main tasks that most Internet users do on a daily basis. Beginning with a short review of CLIC 200 topics, student tasks will include\*:

Creating maps and driving directions	Shopping on EBay and other retail sites
Making airline and hotel reservations	Comparison shopping
Use of online yellow pages and white pages	Job searching

Looking up a book in the JGRLS online catalog

Troubleshooting problems with web pages

\*Tasks completed will vary per class

### **CLIC 202 – Using the Internet III: Searching the Net**

Prerequisite: CLIC 200

This course is designed for the user who wishes to improve their Internet search skills. The course will cover:

Create folders and organizing information from the Net	Tips to refine search terms and obtain better results.
Introduction to the different search tools	Tips for evaluating websites
How and when to use these specific tools.	Introduction to MAGNOLIA – library portal
The significance and meaning of a URL	
How to use URLs to refine your search	

### **CLIC 203 – Using the Internet IV: Introduction to Email - using Hot Mail!**

Prerequisite: CLIC 200 and CLIC 201

This course is designed to give students experience in using a web-based email program (Hot Mail! Mail). The course will cover the following:

Sending and receiving messages. email etiquette (netiquette), Significance of BCC when sending email.	Inserting hyperlinks into messages Attaching files to messages Opening message with attachments and then saving the attachment.
Working with the Yahoo address book Copying and pasting	Creating folders and organizing email messages

### **CLIC 300 –Microsoft Word 2007Level I**

Prerequisite: CLIC 100 and 101 and familiarity with the keyboard

This course is designed to give students basic concepts in the word processing program Microsoft Word. The course will cover the following:

MS Word 2007 Screen Layout	Copying from the Internet into MS Word
MS Word 2007 Ribbon and Ribbon Groups	Spell Checking
MS Word Live Preview and Galleries	Printing the Document
Customizing the Quick Access Toolbar	Saving files in MS Word and other formats
Navigating the Document	
Entering, Selecting and Formatting Text	
Different ways to View your Document	
Cut, Copy and paste (simple form)	

### **CLIC 301 –Microsoft Word 2007 Level II**

Prerequisite: CLIC 300 MS Word - Level I and familiarity with the keyboard

This course is designed to give students additional basic concepts in the word processing program Microsoft Word. After a short review of the new MS Word 2007 interface covered in CLIC 300 - Microsoft Word 2007 - Level I, the course will cover the following:

Customizing Word Options	Converting Text to table
Use and customization of Auto-correct feature	Inserting Graphics such as freehand drawings and auto shapes, text boxes and Word Art
Inserting Tables (2 ways to create them)	Searching and inserting Clip Art
Selecting Table elements	Adding Pictures or art from My Pictures Folder
Introduction to the Table Ribbon	
Adding/Deleting Rows and Columns	
Merging and Splitting Table cells	
Copying and Pasting Table information	

### **CLIC 400 –Microsoft Excel 2007 Level I**

Prerequisite: CLIC 300 - Microsoft Word 2007 - Level I or previous experience in MS Excel

This course is designed to give students additional basic concepts in spreadsheets using Microsoft Excel. The course will cover the following

MS Excel 2007 Screen Layout	Entering Formulas manually
MS Excel 2007 Ribbon and Ribbon Groups	AutoSum function
MS Excel Live Preview and Galleries	Copying and pasting text, formulas and worksheets
Customizing the Quick Access Toolbar	Charting spreadsheet information
MS Excel Interface	Adjusting orientation of spreadsheet and margins
Adding, naming and moving Excel worksheets	Adding Headers and Footers
Understanding cell references	Saving the Spreadsheet
Moving around the spreadsheet	Specifying what to print and printing your chart and spreadsheet
Entering, Editing and Selecting and Formatting Text	If time permits, there will be a Hands-on Exercise

### **CLIC 401 –Microsoft Excel 2007 Level II**

Prerequisite: CLIC 400 - Microsoft Excel 2007 - Level I or previous experience in MS Excel

After a short review of the new MS Excel 2007 interface covered in CLIC 400 - Microsoft Excel 2007 - Level I, the course will cover the following:

Customizing MS Excel Options	Auto-fill Handle and use
Special Formatting of Column/Row Headers	Introduction of Insert Function
Adding Columns and Rows	Absolute vs. Relative References
Introduction of Format Painter	SUM/MIN/MAX and IF Formulas

Sorting the Spreadsheet (2 ways)	Conditional Formatting
Adding Text boxes and pictures	If time permits, there will be a Hands-on Exercise
Creating formulas entries with the mouse	

## **CLIC 500 –Microsoft Power Point 2007Level I**

Prerequisite: CLIC 300 - Microsoft Word 2007 - Level I AND familiarity with the keyboard is necessary

This course is designed to give students basic concepts in creating and presenting a slide presentation using Microsoft Power Point. The course will cover the following:

MS Power Point 2007 Screen Layout	Add Animation and Transition Effects
MS Power Point 2007 Ribbon and Ribbon Groups	Add Timings to Slides so that they Run Automatically
Various ways to Get Started in a Power Point presentation and use Templates	Run the Slide Show
Various View options while creating slides	Various Print options
Enter, Edit and Format text in slides	Hands-on Exercise
Apply Designs to Slides	
Rearrange Slides as needed	
Insert Clip Art or Pictures	