

2006-2007 COUNTY 4-H COMPUTER WORKSHOP

DATE	TITLE	TIME	WHERE
Mon. Sept 18, 2006	Buying & Setting up your Computer	6:30 – 8:30 pm	Admin. Bldg. Juneau
Mon. Sept 25, 2006	Basic Directory Structure	6:30 – 8:30 pm	Admin. Bldg. Juneau
Tues. Oct. 17, 2006	Antivirus Software Defrag & File Cleanup	6:30 – 8:30 pm	Admin. Bldg. Juneau
Tues. Oct. 24, 2006	Basics of MS Word & Keyboard Shortcuts	6:30 – 8:30 pm	Admin. Bldg. Juneau
Mon. Nov 27, 2006	MS Word to Create a Booklet with Word Art & Images	6:30 – 8:30 pm	Admin. Bldg. Juneau
Mon. Jan. 15, 2007	Basics of Digital Images	6:30 – 8:30 pm	Location TBA
Mon. Jan. 22, 2007	Basics of Digital Camera Insert Image to MS Word	6:30 – 8:30 pm	Location TBA
February 2007	Family Learning Day – PC Breakdown	2 separate sessions	Horicon
March 2007	Family Learning Day – Photoshop Basics	2 separate sessions	Hustisford
Mon. Apr.16, 2007	Basics of Animated MS PowerPoint Presentations	6:30 – 8:30 pm	Admin. Bldg. Juneau
Mon. Apr 23, 2007	MS Excel to Graph	6:30 – 8:30 pm	Admin. Bldg. Juneau
Mon. May 21, 2007	Deciding on a Computer Career	6:30 – 8:30 pm	Location TBA

BUYING A NEW COMPUTER – What do I need to know when buying a computer? Learn how to set up your User Accounts.

BASIC DIRECTORY STRUCTURE – Learn Basic Directory Structure, the basics of files and folders, and saving your documents.

ANTIVIRUS SOFTWARE, DEFRAG AND FILE CLEANUP – Learn about antivirus, spyware, adware, how and when to defrag your computer, how to schedule maintenance – file cleanup.

BASICS OF MS WORD & KEYBOARD SHORTCUTS – Learn about using the drop-down menus and the toolbars and their shortcuts, shortcuts by keystrokes, formatting your documents.

MS WORD TO CREATE A BOOKLET WITH WORD ART & IMAGES – Learn to set up a multi-page document; add digital images and Word Art to create a jazzy booklet.

BASICS OF DIGITAL IMAGES – Learn what mega pixels are and how to set up images for different print sizes and resolution; a great workshop for learning to email digital photos or print the photos for scrapbooks.

BASICS OF DIGITAL CAMERA INSERT IMAGE TO MS WORD – Bring your digital camera and USB cable and learn how to get the photos out of the camera! Create a WM Word document and insert the images to print and share with friends and family.

BASICS OF ANIMATED MS POWERPOINT PRESENTATIONS – Learn to use animation techniques in PowerPoint for your slides; also learn how to embed sounds and movie files in your presentation.

MS EXCEL TO GRAPH – Learn how to set up a simple spreadsheet, input data, and then output the data in a graph; great information for those who chart the growth of their pets or need a graphical presentation for any kind of data.

DECIDING ON A COMPUTER CAREER – Love the idea of working with computers? Learn about all of the different kinds of jobs there are for working with data, computer hardware, software and computer networking.