# *Upcoming April, 2017 Classes*

See the ACL website agecomputer.org for complete class description and future classes.
**REGISTER ONLINE**  (Classes will be cancelled **48 hours** ahead if not enough enrollees.)

## *Photo Editing Software – Using a Tripod*

**Corel Photo Editing Beginning**   *(Monday, April 3 at 1:00 p.m. – $25)*

*This is a beginning photo-editing class to learn the Corel PaintShop Pro software. This is a basic introduction to the key features. Learn about the tools, menus and all of the features. Corel rivals Photoshop in many ways, but easier to learn. If there is interest, there will be a more advanced class in the upcoming months.*

**Topaz Plug-In**   *(Monday, April 10 at 10:00 a.m. – $25)*

*The Topaz Lab plug-in has 13 different modules that are sold separately. We will concentrate on 5 of them: Topaz Adjust, Simplify, Impression, Glow, and Texture. You do not need to own them all as you can use the trial versions for the ones you do not own. These plug-ins can be stand alone or used with your favorite photo editing software.*

**How to Use Your Tripod**   *(Tuesday, April 18 at 1:00 p.m. - $25)*

*Although a tripod seems like a simple piece of equipment, there are a few things to keep in mind when you're setting it up to ensure you get the sharpest image possible. In this class, we'll go over those things as well as discussing types of tripods and some alternatives when you don't have yours.*

**Photoshop Elements Advanced**   *(Thursday, April 20 at 10:00 a.m. - $25)*

*The student will learn advanced techniques on how to edit, enhance, creatively combine, organize, and create various output products with photos using the powerful Adobe Photoshop Elements program. Handouts will be available for use at home.*
***Note:*** *Photoshop Elements Version 15.0 is used in the classroom.*

## *Apple® Devices – Microsoft® Software – Basic Computer Tasks*

**Navigating Your Apple Computer or Laptop**   (*Thursday, April 13 at 10:00 a.m. – $25)*

*This class is to enhance or expand your knowledge and ability to use some of the features of an Apple computer or laptop. Some of these include how to install applications, change icons or remove icons from the bottom tray, use some of the advanced features of Photos, and browse through your files within Find.*

**Microsoft Word: Beginning**   *(Thursdays, April 13 & 20 at 1:00 p.m. – $40)*

*Microsoft Word is a word-processing application that has many uses for both personal (journals, notes, family history) and business (letters, documents) purposes. In this introductory seminar you will learn how Microsoft Word can be used in your life and activities. You will get hands-on practice and you will be given a manual on a DVD or CD to use as reference.*

**Password Management**   (*Wednesday, April 26 at 10:00 a.m. – $25)*

*In today's computer and Internet world, security has become paramount in protecting access to your information both online and offline. One of the key features of this security is having not only strong passwords, but also passwords that are easy to use and remember. This is especially true for web sites and programs that are not used frequently. Therefore, some form of password management becomes essential.*

**File Management** 💲   *(Deal of the Month – Thursday, April 27 at 10:00 a.m. - $10)*

*Do files collect on your computer like old photos in a shoe box? File Management is one area that seems to affect the quality of your computer usage. Files may be documents, photos, or music. Learn how to organize your files, so they can easily be found and shared.*

## *Genealogy Software*

**Family Tree Maker: Adding Data**   *(Tuesday, April 18 at 10:00 a.m. - $25)*

*This class is a continuation from our first Family Tree Maker Introduction class. We will walk through the process of entering data into your family tree. We will focus only on entering people, facts, notes, media, and basic sources. The class will be using hands-on exercises to follow along with and learn the material.*
***Note***: *There's a possibility this class will be moved to Saturday, April 22, 10:00 - 12:30 pm, subject to the availability of the instructor.*