

It's as easy as ATC!



Learn how the Aurora Technology Center can get you up to speed on the latest computer know-how.

ATC offers hands-on, short-term computer training to both individuals and businesses. We also have several classes especially designed for the new or inexperienced user. Small classes allow you to receive individualized attention and learn at a more comfortable pace. Most classes are completed in eight hours. Microsoft Office 2003 & 2007 classes are both available. And, of course, we're adding new workshops all the time. So come down soon & check us out. We look forward to seeing you in class!

Course Descriptions:

"Getting Started" - Computer Fundamentals

Introduction to Computers – This class is designed for those with little or no experience on a computer or using a mouse. Students will learn the basic functions of a computer, common terminology, general information about software packages and hands-on practice using a mouse. **FREE! (2HR session)**

Beginning Computers - This class is a continuation from the Intro to Computers and designed for those with little or no experience on a computer or using a mouse. Students will learn the how to change the background of the desktop and the date and time. Choose a screensaver and learn how to move and resize a window. More practice using a mouse. **FREE! (2HR session)**

MS Basics - These courses offer a brief overview on each component of the Microsoft Office 2003 software bundle. Each course is two hours long and is geared for the beginner user. You will gain a basic understanding of the utility behind each application. Workshops include: Word Basic, Excel Basic, Outlook Basic, PowerPoint Basic, Publisher Basic, FrontPage Basic, Access Basic. Call for more information. **\$15 (2HR/each session)**

Internet Basic - This course offer a brief overview on web terminology and navigating the Internet. **\$15 (2HR session)**

Operating Systems

OS Basics - These courses offer a brief overview of the most current Microsoft operating systems. Each course is 3.5 hours long and is geared for the beginner user. You will explore the standard components of the Windows desktop, use basic features and learn how to navigate & customize Windows. Workshops include: WinXP Basic, Vista Basic. Call for more information. **\$25 (3.5HR/each session)**

MS Windows XP Introduction - This is the next step for the beginning computer user. Learn how to examine components of the Windows desktop, use basic features, and navigate and customize Windows by creating, copying, moving, renaming, and deleting folders and files. Ability to use a mouse is helpful. **\$45 (two sessions - 3.5HR/each)**

MS Windows XP Advanced – The student will learn how to customize the start menu, taskbar, and folder views. Learn how to view and change file attributes, files associations, and use advanced folder options. Also how to add a printer and manage the printer, manage user accounts, and employ basic user-level security. System Restore, Disk Cleanup, Disk Defragmenter, and Backup will also be introduced. **\$45 (two sessions - 3.5HR/each)**

MS Vista Introduction - This course will provide you with the basic skills you need to get started with personal computers and work with the various features, tools, and options available in Windows Vista. In this course, you will familiarize yourself with the basics of personal computers, customize Windows Vista, and manage file and folders. You will also work with simple tools and browse the Internet. **\$45 (two sessions - 3.5HR/each)**

MS Vista Advanced – This course will provide you with skills that will help you manage some of the advanced tasks available in Windows Vista. In this course, you will familiarize yourself with advanced customization techniques and work with applications and programs in Windows Vista. In addition to this, you will also work with Internet Explorer, manage network communications and data, and enhance system performance. **\$45 (two sessions - 3.5HR/each)**

Internet

Internet Explorer 6.0 – If the Internet has you intrigued, baffled, fascinated, and even a bit scared, you're not alone. This hands-on course will provide you with the knowledge you need to successfully evaluate and understand the potential and power of the Internet. We will offer basic understanding of the Internet and its terminology along with the basics of E-mail. Come join us-and 70+ million global users-as we surf the 'Net. **\$45 (two sessions - 3.5HR/each)**

Let's E-Mail– Learn the difference between the web based e-mails versus the ISP address using an Outlook or Outlook Express account. Do you want to check your e-mail just at home or when you are on the go? Know the difference! We will also show you how to setup e-mail for various protocols, review proper etiquette, discover tips & tricks, manage your address book and ward against viruses & e-mail scams. Other popular methods, including G-Mail, Yahoo! and Hot Mail, will be discussed. **\$25 (3.5HR session)**

How To: Facebook/MySpace – Facebook and MySpace are the two most popular, free-access social networking websites worldwide. Let us help you set up & navigate your Facebook or MySpace account. Join networks organized by city, workplace, school, and region to connect and interact with friends, family, coworkers and those with similar interests & beliefs. Add "friends" and send them messages, and update your personal profile to notify friends about what's happening in your life. **\$15 (2HR session)**

Word Processing

MS Word 2003 Introduction - This class will cover the basic skills necessary to use Word. Learn to use the Word menu system, toolbars, and Help feature. Basic word processing features of entering text; saving, and printing a document will be covered as well as using Word's writing tools & features. Anyone who writes letters or documents, or has anything to do with desktop publishing, can benefit from this course. **\$45 (two sessions - 3.5HR/each)**

MS Word 2003 Intermediate - This class is suited for a student with basic knowledge of word processing skills. Learn to set up a table, multiple-column document, work with charts and diagrams, apply a style, format a document for outline view and produce reports. If you are comfortable with basic word processing and would like to reinforce those skills while learning new ones, this workshop is for you. **\$45 (two sessions - 3.5HR/each)**

MS Word 2003 Advanced - Builds upon the Introduction and Intermediate workshops. Learn to use advanced editing and formatting techniques such as page breaks, sorting paragraphs and lists, working with tables, and multiple-page documents. Perform a mail merge and discover tips for collaborating with others on a document. **\$45 (two sessions - 3.5HR/each)**

MS Word 2007 Introduction - Learn how to enter and edit text, and save and browse documents. Learn how to enhance the appearance of a document by using various formatting options. Create tables, insert headers and footers, proof and print documents, and insert graphics. **\$45 (two sessions - 3.5HR/each)**

MS Word 2007 Intermediate - Builds on the skills and concepts taught in Word 2007: Introduction. Work with styles, sections, and columns. Format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with Web features. **\$45 (two sessions - 3.5HR/each)**

MS Word 2007 Advanced - Builds on the skills and concepts taught in Word 2007: Intermediate. Perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. Create macros, customize the Quick Access toolbar and keyboard shortcuts, and work with XML documents. **\$45 (two sessions - 3.5HR/each)**

Mail Merge - This class will show you how to set up your source document - either set up your data info or import from an excel spreadsheet. Then merge to create a mailing list or merged letter. You'll be able to customize each letter after the merge and set it up for customizing before the merge. Student should know how to use Word processing for this class. **\$45 (two sessions - 3.5HR/each)**

Information Management

MS Outlook 2003 Introduction - Organize and manage all your e-mail, calendar, contacts, and task information in one application that allows consistency and integration throughout all Microsoft applications. Learn how to display, respond, forward, and send e-mail messages; schedule appointments and meetings; create contacts, notes, and a task list. A pre-course evaluation may be requested to assist you in determining the workshop level best suited for your needs. **\$45 (two sessions - 3.5HR/each)**

MS Outlook 2003 Advanced - In this course, you will utilize some more advanced Outlook tools to make your job easier. You will modify the Outlook environment to suit your preferences, and personalize your mail messages. You will also assign tasks to others and track their progress, group and filter mail messages, archive mail messages, save messages in HTML and text files, customize notes, learn about ways to keep your messages and calendar organized, and share Outlook information with others. **\$45 (two sessions - 3.5HR/each)**

MS Outlook 2007 Introduction - Create e-mail accounts and send e-mail messages using several techniques. They will also learn how to manage e-mail messages, contacts, tasks, and meeting requests. Finally, students will customize Outlook for maximum efficiency. **\$45 (two sessions - 3.5HR/each)**

MS Outlook 2007 Intermediate - Builds on the skills and concepts taught in Outlook 2007: Introduction. Learn how to customize Outlook and work with address books. Search and filter mail folders, and apply and customize categories. Work with personal, public, and offline folders. Finally, students will organize folders and set rules. **\$45 (two sessions - 3.5HR/each)**

MS Outlook 2007 Advanced - Builds on the skills and concepts taught in Outlook 2007: Intermediate. Students will learn advanced techniques for managing stored e-mail messages. Students will create and work with notes and Journal entries, schedule and manage meetings, share Outlook content, and customize templates and forms. **\$45 (two sessions - 3.5HR/each)**

Project Management

MS Project 2003 Introduction - This class introduces you to the planning and managing of tasks and resources to achieve a specific result. You will create a project schedule, outline a task list, work with time lines, create a Network Diagram, work with cost rate tables, and many more tasks associated with project management. **\$45 (two sessions - 3.5HR/each)**

MS Project 2003 Advanced - In this class the student will learn to sort and group project information, create a custom group option, apply and create filters and tables, save a baseline plan, update a project schedule, reschedule uncompleted work, schedule overtime work, and create a custom report and form. In addition, many other aspects of the project software. **\$45 (two sessions - 3.5HR/each)**

Accounting

***specialty* QuickBooks 2006 Introduction** - The student will learn to set up a new company file by completing the EasyStep Interview. Work with lists, including the Chart of Accounts window and the Customer:Job, Vendor, and Item lists. Prepare business forms, including invoices, sales receipts, credit memos, and purchase orders, receive payments, apply credits to a payment, receive items into inventory, and use the Find window to search for completed forms. **\$65 (two sessions - 3.5HR/each)**

***specialty* QuickBooks 2006 Intermediate** - The student will write and print checks, transfer funds between accounts, edit transactions, enter and pay bills, and start the payroll setup process. Create, modify, memorize, and print reports; and create and modify budgets. Apply password protection and back up a company file. **\$65 (two sessions - 3.5HR/each)**

***specialty* Quicken 2007** - Track and manage personal finances using Quicken 2007. Topics include account types, transaction management, budgets, reports, graphs, and data backup/protection. **\$65 (two sessions - 3.5HR/each)**

Spreadsheet

MS Excel 2003 Introduction - This class provides tips for the beginner as well as the intermediate user. Topics will cover using worksheet shortcuts, enhancing worksheet appearance, and using the SUM, AVERAGE, MAX, MIN and COUNT functions. **\$45 (two sessions - 3.5HR/each)**

MS Excel 2003 Intermediate - Let's go beyond the basics for the intermediate user. Topics covered include using absolute cell references, using logical functions, creating a chart and working with lists. **\$45 (two sessions - 3.5HR/each)**

MS Excel 2003 Advanced - For the advanced Excel user. Learn advanced data entry and formatting techniques, how to customize a template, audit a worksheet, link multiple workbooks, and analyze worksheet data with pivot tables and pivot charts. **\$45 (two sessions - 3.5HR/each)**

MS Excel 2003 Power User - We'll work with advanced formulas, functions, and arrays. More advanced editing and formatting. Advanced graphics. Students will analyze and share information. Advanced customization will finish out the list of what this class entails. **\$45 (two sessions - 3.5HR/each)**

MS Excel 2007 Introduction - Teaches the basic functions and features of Excel 2007. After an introduction to spreadsheet terminology and Excel's window components, learn how to use the Help system and navigate worksheets and workbooks. Enter and edit text, values, formulas, and pictures, and save workbooks in various formats. Move and copy data, learn about absolute and relative references, and work with ranges, rows, and columns. Covers simple functions, basic formatting techniques, and printing. Create and modify charts, and learn how to manage large workbooks. **\$45 (two sessions - 3.5HR/each)**

MS Excel 2007 Intermediate - Builds on the skills and concepts taught in Excel 2007: Introduction. Learn how to use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles, themes, backgrounds, and watermarks. Learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. Covers advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates. **\$45 (two sessions - 3.5HR/each)**

MS Excel 2007 Advanced - Builds on the skills and concepts taught in Excel 2007: Intermediate. Work with advanced formulas, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. Learn about data validation and database functions such as DSUM. Work with PivotTables and PivotCharts, how to import and export data, and how to query external databases. Learn about the analytical features of Excel (such as Goal Seek and Solver), running and recording macros, and sharing Excel data via the Web. **\$45 (two sessions - 3.5HR/each)**

MS Excel 2007 Power User - Teaches advanced users of Excel more complex formulas, functions, and arrays, and covers more advanced editing and formatting options, such as using the Paste Special command to copy validations and link data. Learn about various analysis tools such as Wizards, problem models, and methods for correlating data. Learn advanced customization techniques by changing default settings and automating selected features. **\$45 (two sessions - 3.5HR/each)**

Database

MS Access 2003 Introduction - Make this versatile database management program a powerful, practical business tool for you and discover how easy it is use. Learn how to create database tables and forms, add and edit data in existing tables, query and filter tables to create reports. Using Access is a great way to organize a large amount of information. **\$65 (three sessions - 3.5HR/each)**

MS Access 2003 Intermediate - Building on the Introductory class, students will modify the design of tables, set a primary key, work with multiple tables, use multiple conditions in a query and create a report of information from multiple tables. **\$65 (three sessions - 3.5HR/each)**

MS Access 2003 Advanced - This class is third in a series and will focus on advanced design techniques such as validating field entries and creating input masks, filter and query techniques, and working with macros and modules. Students will create PivotTables and Pivot Charts. **\$65 (three sessions - 3.5HR/each)**

MS Access 2007 Introduction - Covers the basic functions and features of Access 2007. Learn how to design and create databases; work with tables, fields, and records; sort and filter data; and create queries, forms, and reports. **\$65 (three sessions - 3.5HR/each)**

MS Access 2007 Intermediate - Builds on the skills and concepts taught in Access 2007: Introduction. Learn how to normalize data; work with Lookup fields and subdatasheets; create join queries; add objects to forms, print reports and labels; create charts; and use PivotTables and PivotCharts. **\$65 (three sessions - 3.5HR/each)**

MS Access 2007 Advanced - Builds on the skills and concepts taught in Access 2007: Intermediate. Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; work with XML documents; work with Windows SharePoint Services; optimize databases; password-protect and encrypt databases; set Access options and properties; create hyperlink fields; and use Outlook 2007 to update data. **\$65 (three sessions - 3.5HR/each)**

Presentation

MS PowerPoint 2003 Introduction - PowerPoint is the easy and fast way to create professional looking presentations. Topics will include creating slides, clipart, templates, and speaker notes. Timing and slide transition will also be discussed. This is a great workshop for trainers and anyone who gives presentations for business or organizations. **\$45 (two sessions - 3.5HR/each)**

MS PowerPoint 2003 Advanced - Learn how to integrate Excel and Word features in your presentation. Topics covered will include setting up an organization chart, adding special effects to text, working with sounds and videos, autosshapes, creating a hyperlink branch and using animation. Create a custom designed template and insert your company logo. Then publish your presentation to the web. **\$45 (two sessions - 3.5HR/each)**

MS PowerPoint 2007 Introduction - Covers the basic functions and features of PowerPoint 2007. Create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects. **\$45 (two sessions - 3.5HR/each)**

MS PowerPoint 2007 Advanced - Builds on the skills and concepts taught in PowerPoint 2007: Introduction. Customize PowerPoint by modifying the Quick Access Toolbar and creating macros. Apply themes and templates, and work with SmartArt graphics and tables. Add multimedia content and interactive elements to slides, and learn about presentation distribution options including PDF and HTML. Integrate PowerPoint with Word and Excel. **\$45 (two sessions - 3.5HR/each)**

Desktop Publishing, Graphic Arts & Web Design

MS Publisher 2003 Introduction - Use this powerful desktop publishing program to create professional looking marketing materials that get results. A built-in professional design wizard plus enhanced automation tools help users project a more professional image in all their printed and on-line communications. Learn helpful hints on making all your documents more professional looking. **\$45 (two sessions - 3.5HR/each)**

MS Publisher 2003 Advanced - Now that you've worked in Publisher it's time to learn more when working with newsletters, designing Web sites, linking Web pages and publishing Web sites. This class shows the student how to Mail Merge and integrate with Office 2003. **\$45 (two sessions - 3.5HR/each)**

MS Publisher 2007 Introduction - Create new presentations that include text, graphics, WordArt, tables, charts, and diagrams. They will also edit and format slide content, and apply transition effects. Comes with CertBlaster exam prep software (download) and a companion CBT program. **\$45 (two sessions - 3.5HR/each)**

MS Publisher 2007 Advanced - Builds on the skills and concepts taught in PowerPoint 2007: Introduction. Customize PowerPoint by modifying the Quick Access Toolbar and creating macros. Apply themes and templates. Work with SmartArt graphics and tables. Add multimedia content and interactive elements to slides. Learn about presentation distribution options including PDF and HTML. Also, integrate PowerPoint with Word and Excel. **\$45 (two sessions - 3.5HR/each)**

***specialty* Adobe InDesign CS3 Introduction** - Explore the In Design environment and learn what is new in CS3 from previous versions. Work with designing documents then enhancing them by applying color and swatches. Create and apply Styles and develop Layers. Work with creating tables and modifying the structure before finalizing your documents. Learn to prepare PDF files for Web Distribution and export PDF files for printing. **\$65 (two sessions - 3.5HR/each)**

***specialty* Adobe InDesign CS3 Advanced** - In the introductory session, you created simple documents. Now, you will create huge documents that are attractive using well-established graphic design precepts. You will also use advanced InDesign techniques to enhance the look and functionality of your documents. **\$65 (two sessions - 3.5HR/each)**

***specialty* Adobe Photoshop CS3 Introduction** - Navigate the Photoshop environment and learn what is new in CS3 from previous versions. Work with Images and Layers then Enhancing those Images with filter effects, converting and blending. Learn to merge layers and flatten Images as part of this first class. Saving your images for Web, Print and PDF files will help you understand the differences. We will also work with stacks, filters and learn how to manage Assets with Adobe Bridge. **\$65 (two sessions - 3.5HR/each)**

***specialty* Adobe Photoshop CS3 Advanced** - In the introductory session, you familiarized yourself with the basic image editing tools of Photoshop. Now, you will work with the advanced tools and features available in Photoshop CS3. Increase your ability to create accurate masks and image effects, to retouch images, to work with video files, and to automate repetitive tasks. **\$65 (two sessions - 3.5HR/each)**

***specialty* Adobe Illustrator CS3 Introduction** - This course covers the fundamentals of Illustrator CS3, which is used primarily to work with vector-based graphics. Learn how to create a simple illustration by using and manipulating shapes, how to draw and edit paths, and how to export an illustration. Apply color using the Swatch and Color panels, and apply gradients and transparencies. Add text and adjust typography, and add and manipulate layers. **\$65 (two sessions - 3.5HR/each)**

***specialty* Adobe Illustrator CS3 Advanced** - Learn more advanced manipulation of paths and masks, and how to enhance fills and strokes. Use transformation tools, envelopes, filters, effects, and graphic styles. Convert raster images to vector art, and manage color settings, color separations, and print specifications. Create and manipulate slices, and optimize and export images for the Web. **\$65 (two sessions - 3.5HR/each)**

***specialty* Adobe Dreamweaver CS3 Introduction** - Learn how to use Dreamweaver CS3 to create and modify Web sites. Plan and define a Web site; create pages and format text; apply structural elements; create and apply style rules; insert and modify tables, images and links; manage Web site files, and publish a site. **\$65 (two sessions - 3.5HR/each)**

***specialty* Adobe Dreamweaver CS3 Advanced** - Builds on the skills and concepts taught in Dreamweaver CS3: Introduction. Learn how to define content sections and build a layout using style sheets; manage site assets; work with templates; create interactive forms; apply rollovers, behaviors and multimedia files; integrate XML-based data and transform XML with XSLT; collaborate with other developers, and check for accessibility and compatibility problems. **\$65 (two sessions - 3.5HR/each)**

***specialty* Adobe Flash CS3 Introduction** - You will be introduced to the basic elements and features of Flash CS3. Use the Stage and the Library, how to create text blocks and format text, and how to work with basic shapes. Learn the fundamentals of working with the Timeline. Format objects by using custom colors and gradients, and by applying filters and soft edges. Apply frame-by-frame, motion tweening, and looping animation techniques. Work with interactive components such as buttons and audio controls. Learn about accessibility options for Flash content, test download performance of a Flash file, and publish a Flash file. **\$65 (two sessions - 3.5HR/each)**

***specialty* Adobe Flash CS3 Advanced** - Builds on the fundamentals taught in Flash CS3: Introduction. Learn how to create vector paths with anchor, curve, and corner points to mask layer content; create time-line effects with dynamic and static effects, animated masks, motion-guide layers, and shape and motion tweens; use ActionScript code to change a movie clip's properties; write event handler functions; use operators to change variable values; create conditional code with if blocks; convert code to functions; nest function calls; move functions into external ActionScript files; add user interface components; apply form components; write scripts to respond to user entries; learn the basics of creating dynamic content; import text and XML content; use XML class to import and manipulate XML content; use Flash Video Encoder to convert DV content to FLV; adjust FLV playback component parameters; write ActionScript to make items appear on the Stage in response to cue points. **\$65 (two sessions - 3.5HR/each)**

***specialty* Acrobat® 8.0** – The student will learn how to create and modify PDF documents, create bookmarks and links, apply document security and digital signatures, initiate and manage reviews, create interactive PDF forms, and prepare PDF documents for professional print production. Students should be comfortable using a personal computer and Windows XP, but should have little or no experience using Acrobat 8.0 Professional. **\$65 (two sessions - 3.5HR/each)**

***specialty* Photoshop Elements** – Learn about the components of Photoshop Elements 5.0, including the Organizer and the Editor. Explore options for managing and viewing photos, and learn to apply tags and create collections. Discover techniques for enhancing photos, such as removing red-eye and replacing color, cropping and straightening, applying filters and adding text to photos. Adjust photos both by using the Quick Fix feature and manual techniques, and learn how to process multiple files at once. Resize and combine images, and create panoramas. Learn various ways to work with finished photos, including printing, creating slide shows, and sharing photos via e-mail and the Web. **\$65 (two sessions - 3.5HR/each)**

***specialty* Digital Photography** - Explore digital photography by knowing and choosing your camera. Scan originals or download pictures from the camera to the computer. Learn about different file formats, basic editing and techniques for fixing common flaws. Share your digital photos with Windows Movie Maker. **\$65 (two sessions - 3.5HR/each)**

***specialty* Web Design** - Students will learn how to Demystify your future home page along with creating and shaping web text. The student will use art on the web and learn how to stockpile the goods. The student will develop a plan of attack and demystify the basic HTML then the student will create web sites with FrontPage and will learn how to send your web pages into the real world. **\$65 (two sessions - 3.5HR/each)**

Other workshops

Keyboarding - These sessions are for the Very Basic OR Advanced user. For the beginning computer user you will learn where to place your fingers on the keyboard and use the KAZ method for memorizing the keystrokes with repeated keying and by typing words that help you associate the word with the name of the keys. For the Advanced user we do testing to check your speed as well as activities to practice for increasing your speed. We also have a program that makes it fun to type and test you at the same time and you get the results instantly. No waiting. **\$60 (4 - 2HR sessions)**

Managing My Files – Keep your computer neat, clean and running at maximum efficiency! You'll learn the best methods for file organization and maintenance, including using Disk Cleanup, ScanDisk & Defrag as well as tips for the best naming conventions. Master the Windows Explore and Search features for scanning multiple folders & retrieving files quickly. Remove unwanted programs and learn how to find and delete old files. Also, the utility of various archiving methods will be discussed. This course offered for both WinXP & Vista operating systems. **\$25 (3.5HR session)**

Troubleshooting 101 – This course will touch on several of the most common software & hardware glitches and frequently asked questions regarding computer operation. There will also be open discussion regarding possible solutions to other problems you might be experiencing. **\$25 (3.5HR session)**

Installing Hardware and Software – The student will be able to distinguish the difference between plug & play or actually hooking up a physical piece of equipment. Also, when installing software, should you use the wizard or manually install the program yourself? What if you have the part but no disk, how would you load it? We show you the many options you have in getting things up and running. **\$25 (3.5HR session)**

PC Maintenance and Repair – To keep your computer running at top speed you should know how to clean it up and get rid of excess files. Learn about the temp files or the garbage left over when downloading programs to your PC. You have a disk cleanup program, Scandisk and a Defragmenter program that you should schedule for regular times to activate or set it up so you do it manually when you choose to have it done. You'll physically take the cover off and use canned air to clean the inside the proper way. You learn what to use to clean your CD-ROM. Remove unwanted programs and learn how to find and delete old files. **\$25 (3.5HR session)**

Downloading 101 – Everybody's doing it...downloading music and video from the Internet and sharing files. But you've always worried that such downloads might put your computer at risk, and wondered - are they legal? Relax. This course will show you how to safeguard your PC while enjoying music and video downloads from safe and legal sources. You'll get the facts about online music services, virus dangers, spyware, identity theft, and other privacy concerns, with many tips to protect your computer and yourself.

\$25 (3.5HR session)

Scan/Download Pictures/Burn CDs – The student will download straight from their camera or scan pictures to bring into the PC, then transform the pic to a JPEG for smaller file or keep it a TIFF or GIF file size using either the paint program or a photo program, then you will organize your pictures into files and folders and name them. For storing your pics, we burn to a CD that you bring to class and decide one of several ways depending on what you want to view it on. Is it for print or web or use it in a video slideshow? Learn the different programs for burning a CD along with what Windows XP provides. **\$25 (3.5HR session)**

CD Burning Music/Data – The student will distinguish between data and music and learn the different types of CDs to use when burning to it. For example, you would make a different choice for music (due to sound quality) than if you were burning accounting info, etc.

\$25 (3.5HR session)

Photo Story – Create slideshows using your digital photos! You can touch-up, crop, or rotate pictures, add special effects, soundtracks, and your own voice narration. You can also personalize them with titles and captions. Small file sizes make it easy to send your photo stories in an e-mail, watch them on your TV, a computer, or portable device. **\$25 (3.5HR session)**

Vista & Office 2007: New Features – This course will explore the new features of both Vista & Office 2007. Vista teaches those features and functions that were not present in Windows XP. Learn how to work with the Sidebar, control gadgets, perform content searches, and browse the Web with Internet Explorer 7. Configure the Phishing Filter, view an RSS news feed, use Windows Meeting Space, and scan for spyware. During the Office 2007 session, you will learn about the Microsoft Office button, Ribbon tabs and Ribbon groups, galleries, contextual Ribbon tabs, Live Preview, the Dialog Box Launcher, the Document Information Panel, and the Mini toolbar. Work with the XML file format and the macro and non-macro file formats. In addition, dedicated units for Word, Excel, PowerPoint, Outlook, and Access introduce the new features of each application. **\$45 (two sessions - 3.5HR/each)**

Call TODAY for more information! * 402.694.3626 * ALWAYS adding new courses!

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SEE YOU IN CLASS!