

Application Form for Computer Classes

San Mateo Senior Center Computer Group

2645 Alameda de las Pulgas: San Mateo, CA 94403

(650) 522-7490

sanmateosccg@yahoo.com

Please Print:

Name _____

Address _____

City _____ Zip _____

Phone _____ E-Mail (if appropriate) _____

Class	Days When Classes Are Given	I want this Class
Introduction to Computers	Monday 9 AM – noon	
iTunes & iPod	Monday 2 PM – 4 PM	
Email and the Internet	Wed. 9:30 AM – noon Days to be determined	
Photo Management	Wed. 9:30 AM – noon Days to be determined	

Eligible registrants will be placed on a waiting list and will be called for placement according to date of application.

How did you hear about us? _____

Other comments: _____

Please return this application form to a member of the **San Mateo Senior Center Computer Group** or to the Senior Center Reception Desk.

Date of Application _____



DETAILS OF THE VARIOUS CLASSES ARE ON THE REVERSE SIDE

“Introduction to Computers” (Monday morning) is a course of instructions in the basic steps of using a computer, including:

- The desktop and pointer shapes
- How to use the mouse
- Identification of the document window
- Selecting text, deleting text, inserting text
- Files and folders, naming and saving a file
- Copy and paste, and cut and paste

In the **iTunes** and **iPod class** (Monday afternoon)

- How to load and use iTunes for music, audiobooks, podcasts, videos
- How to add a CD to iTunes
- How to load and iPod with music, audiobooks, podcasts, videos
- How to enable the iPod to hold your address book

In the **“E-Mail / Internet”** class (Wednesday morning), you will learn how to send and receive e-mail and surf the internet, including:

- Finding information and shopping on the internet
- Getting maps and directions, travel sites, online banking and stock information, news, radio stations, and games on the internet
- Downloading pictures and other files from the internet
- Sending and receiving mail
- Sending, downloading, and printing pictures via e-mail

In the **“Photo Management”** class (Wednesday morning), you will be using the program **Picasa** to:

- Download photographs from your camera
- Modify your photographs
- Get creative
- Share and save your photographs
- Web albums

Cost of **“Introduction to Computers”**, **“E-Mail / Internet”** and **“Photo Management”** is \$35 each.

Cost of **iTunes** and **iPod** is \$20.