

## The Seven Arts Center

### Programs

The Seven Arts Center is open for tutoring every Saturday, 9:00a.m. -6:00p.m, and Monday – Friday by appointment.

You must be registered for an appointment or become a walk-in for individual and/or group tutoring at the center.

Workshops are offered each month. Please watch for the workshop schedule under the “news center”.

### Class Description

Week 1-5

## 101.1 Introduction to Computers

### COURSE OVERVIEW

This course introduces students to the basic features of the Windows operating system and is appropriate for Windows 98, NT, 2000 or XP users. Students will get oriented to the key Windows features, work with desktop properties, use online Help, create folders and files, and learn how to customize their work environment. Students also learn to use the Internet browser.

### COURSE TOPICS:

#### Introduction to Personal Computers

Orientation to How Computers Work

#### The Windows Environment

The Windows Desktop  
Orientation to Keyboard and Mouse  
The Taskbar and Start Menu  
Working with an Open Window  
Using Help and Support

#### Working with the Windows Hierarchy

My Computer

#### Using Windows Explorer

Creating Folders  
Copying and Moving Objects  
Using the Recycle Bin

## **Working with Windows Programs**

Running Several Programs  
Moving Between Programs  
Saving Files

## **Customizing the Windows Desktop**

Working with Shortcuts  
Working with Control Panel Settings

## **Introduction to Microsoft Word**

Creating a New Blank Document  
Entering Text  
The File, Save As Command  
Opening and Editing a Document

## **Introduction to Internet Explorer**

Connecting to the Internet  
Using Internet Explorer  
Using a Search Engine  
Visiting Different Websites

## **Introduction to Internet Explorer**

Week 1-5

## **101.2 Introduction to PowerPoint**

### **COURSE OVERVIEW**

Recommended for individuals who are new to PowerPoint, this course covers the basic concepts of how to create a professional slide show using Microsoft PowerPoint. Students will learn how to create and edit bullet slides, move between and utilize the various views, add transitions to a slide and basic animation to text, incorporate clip art and WordArt, use a Master Slide, and run a presentation effectively.

### **COURSE TOPICS:**

#### **Introduction to PowerPoint's Screen**

Creating a Summary Slide for Hyper linking  
Viewing the Default Toolbars/Ribbons

## **Overview of PowerPoint Views and Their Advantages**

Different Views offer Different Advantages in PowerPoint  
Normal View, Outline View, Slide Sorter View and Slide Show View  
Normal View and its Advantages  
Moving through the Slides in Normal View  
Editing Slide Text  
Outline View and its Advantages  
Slide Sorter View and its Advantages  
Moving, Deleting and Copying Slides  
Different Ways to Select Slides  
Slide Show View and its Advantages

## **Selecting Slides Efficiently**

Selecting Slides Efficiently Can Save You Time  
Selecting with the Shift Key for Click-Shift-Click  
Selecting with the Control Key for Random Slides  
Selecting with the Rectangle Arrow

## **Manually Running and Controlling a Slide Show**

Different Ways to Move to Your Next Slide  
What NOT to do when going to a Past Slide  
Efficiently Going to a Past Slide  
Blanking Out Your Presentation with a Black/White Screen

## **Creating a Presentation from Scratch**

Creating Multiple Slides in a Presentation  
Creating Slides in Normal View  
Using the Standard Layout for a Slide  
Adding Slides in the Outline View  
Changing the Layouts for a Slide

## **Spelling - All the Words Must be Correct**

All Spelling Must be Correct  
What You Can Do to Avoid Spelling Errors

## **Summary Slide**

Summary Slides are Great for Agendas  
Pull Together Multiple Slide Titles Quickly  
Use the Efficient Slide Selection Techniques

## **Coloring and Slide Backgrounds**

Background Coloring on a Slide  
Color... Option and Fill Effects...Option  
Shading Style Options  
Using the Show Formatting Feature

## **Adding Transitions from Slide to Slide**

- Adding a Transition to a Single Slide and to All Slides
- Removing a Transition on a Slide
- Adjusting the Speed on Transitions
- Adding Sound to Transitions

## **Adding Basic Text Animation - You Control When Text Appears in Your Slides**

- Adding Professional Text Animation to Your Presentation
- Using the Appear Selection
- Using the Appear and Dim Selection
- Using Other Animation Schemes Available

## **Running a Slide Show Automatically**

- Setting Your PowerPoint Presentation to Run Automatically
- Adjusting the Timing Options
- Properly Looping the Presentation

## **Formatting and Your Slides**

- Formatting Text
- Formatting with Coloring and Sizing
- Bullets - Turning Off and On
- Different Bullet Styles
- Different Bullet Colors
- Numbering your Text

## **Applying PowerPoint's Designs**

- Using PowerPoint Designs
- Examining Designs that You Could Use and Designs that You Would Not Use

## **Inserting Pictures, Clipart and WordArt**

- Inserting Pictures
- Inserting Clip Art
- Inserting WordArt

## **Printing Various Handouts**

- PowerPoint Offers Various Handout Options for Printing
- Audience and Speaker Handouts
- Notes Page View Handouts and Adding Notes
- Reasons to Give Out Handouts
- Reasons Not to Give Out Handouts

## **Slide Master**

- Adding a Logo to the Master Slide

Omitting the Logo from Some Slides

### **Addressing Proper Presentation Issues**

Address the Items that will improve a Presentation

Address the Items that will detract from a Presentation

Week 1-5

## 101.3 Introduction to Excel

### **COURSE OVERVIEW**

Recommended for individuals who are new to Microsoft Excel or have limited spreadsheet experience. This course will provide an introduction to spreadsheets and the practical uses and versatility of Excel. Students will learn time saving features and tips for using Excel effectively.

### **COURSE TOPICS:**

#### **Excel Basics**

What is Excel and what can it be used for?

Excel terminology - What are all of those Excel terms?

What are worksheets and what are workbooks?

Working with Ranges

Entering and locking in Excel information

Deleting and editing Excel cells

#### **Introduction to the Workbook / Worksheet Environment**

Using a Multiple-Sheet Workbook

Renaming worksheets

Inserting and moving worksheets

Deleting worksheets

Copying worksheets

#### **Creating a Spreadsheet from Scratch**

Basic design of a spreadsheet

Working with Functions: SUM, AVERAGE, MIN, MAX, and COUNTS

Using the SUM Function

Using the AVERAGE Function

Using the MAX Function

Using the MIN Function

Using the COUNT Function

#### **What is the Fill Handle? - Things you should know about it**

Duplicating numbers with the fill handle

Duplicating formulas with the fill handle  
Relative cell references and duplicating formulas  
Other efficient duplicating you can do with it

## **Checking Our Calculations for Accuracy and Mistakes**

Select Method  
Double-click method  
Control and squiggly key method

## **Different Ways to Enter a Function**

Manual method  
1/2 manual and 1/2 automatic method  
AutoSum button and triangle method

## **All the Cursors in Excel**

Highlighting cursor  
Fill handle cursor  
Drag and drop cursor

## **Formatting a Worksheet Quickly and Efficiently**

Bolding  
Coloring cells and coloring words/numbers  
Changing column widths efficiently  
Changing font size  
Bordering cells  
Gridlines and their options  
Dollar signs and decimal places  
Alignment cell information and the merge button  
Changing page orientation from portrait to landscape  
Printing row and column heads

## **Creating your own formulas**

Using multiplication and division  
Using addition and subtraction  
Using parenthesis when necessary

## **Sorting Basics for Lists**

Sorting A-Z, Z-A  
Sorting with Multiple Keys  
Mistakes to avoid when sorting

## **Printing Your Worksheet**

Using Print Preview  
Page setup options  
Headers and footers

Other options to control

Week 1-5

## 101.4 Typing Introduction

Learn how to type on the computer using the correct fingers and fast.

Week 1-5

## 103.1 Photoshop CS4 I

### The Basics

#### **COURSE OVERVIEW**

Adobe Photoshop is the premier photo editing software tool available. Whether you are working on a webpage, Powerpoint presentation, or a document to be printed, Photoshop can be used to enhance your images. Participants will learn about image file types, cropping images, compositing (putting several images together), ghosting images (for use as webpage backgrounds), using layers, creating masks, applying filters, and formatting text with bevels and other effects.

#### **COURSE TOPICS:**

Getting to Know the Work Area  
Basic Photo Corrections Opening files  
Retouching and Repairing  
Working with Selections  
Layer Basics  
Masks and Channels  
Correcting and Enhancing Digital Photographs  
Typographic Design

Week 1-5

## 104.1 Illustrator CS4 I

### The Basics

#### **COURSE OVERVIEW**

This Adobe Illustrator training course introduces students to the basics of Illustrator. It is packed with hands-on exercises so that students can learn by doing.

## **COURSE TOPICS:**

### **Getting to Know the Work Area in Illustrator CS4**

- Viewing artwork
- Using the Illustrator tools
- Changing the view of artwork

### **Selecting and Aligning in Illustrator CS4**

- Using the Selection tool
- Using the Direct Selection tool

### **Creating Shapes in Illustrator CS4**

- Creating basic shapes
- Using basic shape tools
- Drawing the pencil shape
- Using the Pencil tool
- Drawing the pencil can
- Using Live Trace to create shapes
- Tips for drawing polygons, spirals, and stars

### **Transforming Objects in Illustrator CS4**

- Scaling objects
- Reflecting objects
- Rotating objects
- Distorting objects
- Shearing objects
- Positioning objects precisely
- Changing the perspective
- Using the Free Transform tool
- Making multiple transformations

### **Drawing with the Pen tool in Illustrator CS4**

- Creating straight lines
- Creating curved paths
- Building a curve
- Curves and corner anchor points
- Creating the pear illustration
- Drawing curves
- Finishing the pear illustration

### **Color and Painting in Illustrator CS4**

- Color Mode
- Using the Appearance panel for fills and strokes
- Building and saving your own custom color
- Using Illustrator swatch libraries

- Creating color groups
- Editing color with Live Color
- Painting with gradients and patterns
- Create a PDF from your artwork

#### **Working with type in Illustrator CS4**

- Understanding text flow
- Saving and using styles
- Wrapping text around a graphic

#### **Working with Layers in Illustrator CS4**

- Creating layers
- Locking layers
- Viewing layers
- Pasting layers
- Creating clipping masks
- Merging layers
- Applying appearance attributes to layers

#### **Blending Shapes and Colors in Illustrator CS4**

- Creating a gradient fill
- Adjusting the direction of the gradient blend
- Adding colors to a gradient
- Creating smooth-color blends
- Blending intermediate steps
- Modifying the blend
- Combining blends with gradients

#### **Working with Brushes in Illustrator CS4**

- Using Art brushes
- Using Scatter brushes
- Applying a Scatter brush to paths
- Changing the color attributes of brushes
- Using a fill color with brushes
- Using Calligraphic brushes
- Using Pattern brushes
- Creating brushes

Applying the Scribble Effect

Week 1-5

## 105.1 Dreamweaver CS4 I

### **The Basics**

## **COURSE OVERVIEW**

**Macromedia Adobe Dreamweaver** is an ideal tool for **Web Site Design**. You can use this innovative software to create Web sites visually and create the most advanced features possible on the Web. **Macromedia Dreamweaver** is also a text editor for HTML & JavaScript to make web design easier.

## **COURSE TOPICS:**

In the Macromedia Adobe **Dreamweaver** course you will learn to create pages, insert objects, format pages, frames, tables, hyperlink pages, Email hyperlinks, cascading style sheets, rollovers, response forms, publish site, pop up menus, HTML, JavaScript and much more. Students will use Macromedia Dreamweaver to make their own Website and they will put it on the Internet by uploading to our server.

Week 1-5

## 106.1 Flash CS4 I

### **The Basics**

**Prerequisites:** Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class.

## **COURSE OVERVIEW**

This course introduces the students to creating interactive websites, rich media advertisements, and engaging presentations. Students will build a Flash CS4 based website with interactivity, video, components, and minimal ActionScript. Learn the fundamentals of Adobe Flash CS4 fast with a fluid workflow and best practices. This is an introductory course and no prior knowledge of Adobe Flash is necessary.

## **COURSE TOPICS:**

Customizing Your Workspace

Drawing and Color Basics

Using the Timeline and Layers

Learning the basics of Symbols and the Flash Library

Using Filters and Blend Modes  
Web and Animation with the Timeline in Flash CS4  
Working with Sound and Video  
Exporting and Publishing From Flash CS4

Week 1-5

## 107.1 Introduction to Networking

### The Basics

#### **COURSE OVERVIEW**

Networking is the practice of linking computing devices together with hardware and software that supports data communications across these devices. You want to understand how network solutions can make a difference to your growing business. In this course you will learn how a network works and what type of network is best for your business.

#### **COURSE TOPICS:**

Describe how a network works

Identify what type of network may be right for you

Explain how a network can improve business operations

State how a network can connect you with clients and the Internet

List basic network technology terms that you will want to know before buying equipment or working with a supplier

***\*The main objective of this course is to provide delegates with a basic understanding of computer network technologies and concept.***