

# Tech à la Carte

## ***Working Life***

Intro to Microsoft Word 2010  
Intro to PowerPoint 2010  
Intro to Excel 2010  
Intermediate PowerPoint 2010  
Intermediate Word 2010  
Intermediate Excel 2010  
PowerPoint: Transitions and Animations  
Pinterest for Business  
Excel: Charts and Graphs  
NEW Excel: Pivot Tables  
Google Drive Overview  
Make Your Own Business Card Online  
Using Instagram as a Marketing Tool for Business  
Create a Presentation Online with Prezi  
Using Adobe Acrobat Pro  
iWork for Mac OS X

## ***Creative Life***

Hands-On with Photoshop Pt.1  
Hands-On with Photoshop Pt.2  
Core Design Principles  
Digitize Your Slides and Photos  
Touching Up Old Photos with Photoshop  
Digitize Your 8mm and Super 8 Film  
Digitize Your Records and Cassettes  
Digitize Your VHS and Video Cassettes  
Intro to Adobe Illustrator  
Audio Recording with Logic Pro  
Photo Walk: Using Your Smartphone Camera  
Video Editing with iMovie  
Intro to Adobe InDesign

## ***Digital Life***

Getting Started with Facebook  
NEW Android/iOS Device- Bring in your mobile device plus any questions you have  
How to Use Your iPad  
Facebook: Beyond the Basics  
Hoopla: Streaming TV Shows, Movies, Music and Audiobooks for Your Tablet and Computer  
NEW Using the Facebook App  
NEW Managing Your Google Plus Account  
Dropbox  
How to Use Your iPad's Apps  
How to Get eBooks on Your Black and White eReader  
How to Get eBooks on Your Color eReader/Tablet  
An Introduction to Social Media  
Incredible Everyday Apps  
NEW How to Use Your Android Device  
Let's Talk Apps  
Essential Productivity and News Apps  
Discover Crowdfunding: The New Way to Bring Ideas to Life  
Introduction to Skype  
Using Craigslist  
NEW Wearable Fitness Technology  
Best Travel Websites and Apps  
Pinterest  
Creating a Simple Website with Wordpress.com

*Call 847-506-2630 to schedule a group class*  
Class times available: Mon.-Fri. 9:00 am-10:00 pm  
Sat. 9:00 am-5:30 pm • Sun. 12:00 pm-5:30 pm

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## ***Informed Life***

Using Your Library Card Online  
Online Learning Resources  
Tools to Be an Informed  
Shopper  
Trustworthy Health and  
Medical Sources  
Alternative Search Engines  
Zinio: Digital Magazines for  
Your Tablet and Computer  
Finding Your Ancestors Online  
Choosing a Tablet or eReader  
Google Tips and Tricks  
Protecting Your Rights as a  
Consumer  
Wellness Series: Nutrition  
Investment Information 101

## ***Computers 101***

Basic Computer Skills  
Beginners' Internet  
Beginning computing with  
Windows 7  
Intro to Mac

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