Note:

We are offering tutorials for all computer needs. See our list below of topics and some suggestions. Tutorials are tailored to fit your need, time and number of sessions. Parties will be put in contact with an instructor and arrangements made to meet.

Fees are $35/hour. Tutorials will be held at the Drumheller Learning Centre. We can supply a laptop if needed, otherwise, bring your own device. Computers and cell phones are great tools and made to be used. Learn without fear!

Computers

Amanda Brown

Amanda Brown has worked as an educator for the past 14 years in various organizations including museums, zoos, conservation organizations, historic sites, provincial parks, and animal shelters. She recently delved into the world of social media management after completing an internship in Indonesia, and has been managing small business, and large-scale social media platforms since 2018. She is excited to bring her expertise and passions to a local Drumheller audience in order to help inform and assist the community about the benefits of social media.

Tye Patterson

Tye Patterson has a BA from University of Calgary, in Archaeology. Computers are a necessary force in modern archaeology and analytics. He embraced this as he has always loved technology and made use of it. His first computer was a $5 DOS machine with Windows 3.1, he burnt it out. He has never looked back.

Just getting to know your computer? Show it who is boss!

Computer Basics

Learn how to use your computer in a few hours. You can learn basic components of your operating system. Learn how to personalize your desktop, maintain your files, how to use an email program, send and save attachments, upload and download files as email message attachments, use a web browser and Adobe Acrobat Reader and various other housekeeping tasks. No experience is necessary, but you will leave more confident in your computer skills! Windows, Macintosh/MacOS, ChromeOS …

The **World Wide Web** can be an interesting place. Learn how to explore it.

Web Searching and Email 101

The internet contains millions of websites and billions of pages. No wonder it is easy to become frustrated when searching for information on the internet. You will learn some time-saving tricks to help you "surf the net" like a pro. You will also learn how to send and receive basic email messages using web-based email and how to open and save an attachment that has been sent to you. You will leave this session with much more confidence and web savvy.

Please note: classes may not run due to a lack of registered participants. Minimum numbers must be met at least one week before class start. Call 403-823-8300 to register.

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Heard about **Social Media**? Now, get to know it and use it!

Social Media Demystified

Tutorials Include:

Do your friends hound you to get onto Facebook? Has your family been sharing recent photos on Instagram? Do you feel left out of conversations because you haven't joined a social media network? Not to worry, it's easier to join than you think! In this session, we will be introducing you to the different social media platforms including Facebook, Instagram, Twitter, YouTube, LinkedIn, and Pinterest. We will explore the terminology (e.g. hashtags, clickbait, DMs, etc.). Once we've covered the basics, we will delve deeper to find out which platform(s) make the most sense for you. There will be plenty of time to ask the instructor questions and direct the session to suit your interests and inquiries.

Now you've learned about how social media works, but what about the dangers of being linked through these networks? It's important to be wary, and by gaining a better understanding of what the risks are, we can help to provide precautions to keep you safe. Once we've covered this important overview, if you are ready to jump in, we'll walk through setting up a secure account on your platform(s) of choice. Additional guidance with finding friends, joining groups, using marketplace/shopping tools, searching for content, and much more, will be directed by participants. What are you waiting for? The future is here, it's time to find out what it's all about!

Social Media Marketing Basics

Are you hoping to expand your business by building an online community on social media? Learn about the various social media platforms like Facebook, Instagram, and Twitter and which ones to focus on to help build your brand.

Microsoft Excel is a valuable tool! It is a Swiss Army Knife of a program. You can do anything with it. We can offer various levels of Excel, depending on your needs. Check the descriptions below and see where you are and where you want to be, mix or match.

Microsoft Excel Basics

Excel Basics is a session focused on those beginning to work with Excel or those with no experience in the use of spreadsheets. The session covers how to create and edit basic worksheets and workbooks. This introductory session is designed for students who want to gain the necessary skills to create, edit, format, and print basic Microsoft Excel 2016 worksheets.

Microsoft Excel Level I

Microsoft Excel is a spreadsheet program that allows you to produce tables of numbers and perform calculations on these tables. It also provides charting and database capabilities. This project-based session explains how to enter text, numbers and formulas into the spreadsheets. You will learn how to create graphs, and create and print out spreadsheets. Previous computer experience is necessary.

Microsoft Excel Level II - Intermediate

If you are already an Excel user who currently uses the program, but want to improve the appearance and functionality of spreadsheets and workbooks. Learn how to work with multiple worksheets, create formulas, search and find specific data, use advanced functions (Sumif, Countif, Averagif, etc.), advanced printing options, filtering lists, protecting data, and using templates. Pre-requisite Excel Level I.

Please note: classes may not run due to a lack of registered participants. Minimum numbers must be met at least one week before class start. Call 403-823-8300 to register.

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Documents? Presentations? Publications? There are ways of jazzing up those presentations and publications!

Microsoft Power Point

PowerPoint is a program used for presenting or printing information in an aesthetically pleasing way. Learn how to create presentations, add animations and sounds, automatic control of timing, use built in content, create and store content, insert hyperlinks, create photobooks, and use advanced printing options. Previous computer experience is necessary.

Microsoft Publisher

Explore the uses of Microsoft Publisher so that you can design basic publications. You can easily create, customize and publish materials such as MENU's, newsletters, brochures, flyers, catalogs, and Web sites. You can learn basic design principles to help your designs communicate effectively.
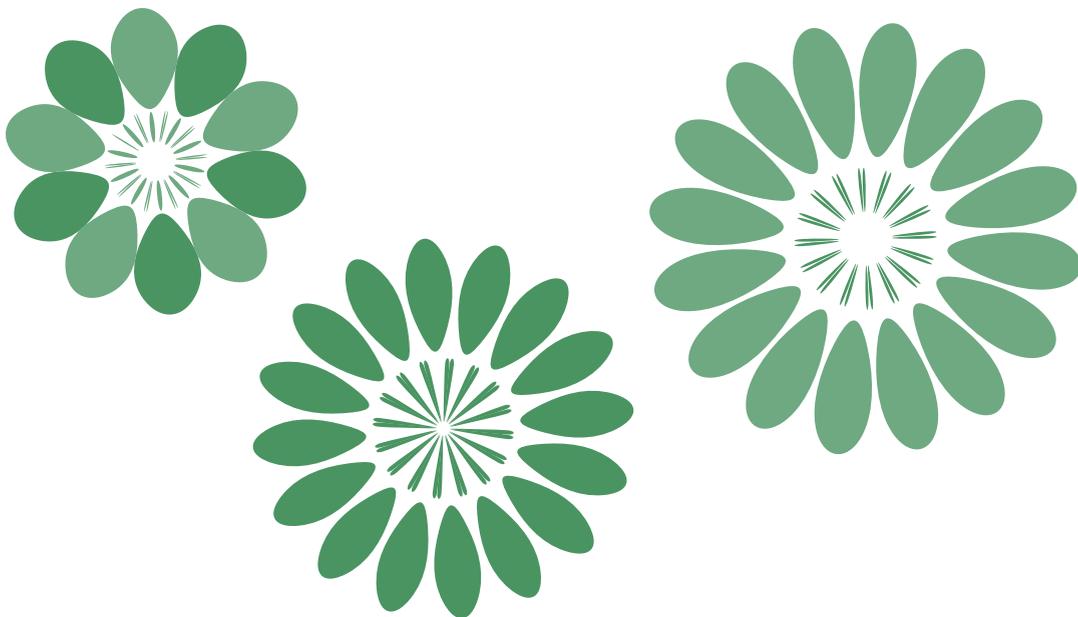
Microsoft Word Basics

Discover the features in Word that enable you to create basic documents such as letters, posters or invitations. You can work on: saving, opening and printing documents: using tabs and indents: and working with tables and more. Previous computer experience in a Windows environment is desirable.

Cell Phones are a common tool nowadays. Learning to use your first one or learning a new system can be challenging. Learn without fear.

Get to Know Your iPhone/iPad

- Get to know how to use the stock applications and some of the best ones you can download for free.
- Multi-function of the home and power buttons
- Kill applications (to save battery)
- Search
- Folders, Drop Down Menu
- Change settings for apps
- Change background
- Set up email
- iTunes, loading music and pictures

Get to Know Your Android

- Get to know how to use the stock applications and some of the best ones you can download for free.
- Different form factors such as a tablet vs phone
- Kill applications (to save battery)
- Search
- Folders, Drop Down Menu
- Change settings for apps
- Change background
- Set up email