



All Classes Taught by Sara Ohara
Call: 858-336-5671
San Diego CA

Make Your Own Cookbook! – 2 classes \$28

Using a **FREE** Microsoft WORD template you'll create your own Cookbook for yourself or your group. Bring your own recipes to class or find your favorite recipes on the Internet. These make wonderful Gifts!

Tues. May 8 – May 15 10:15 – 12:15

Safety First – 2 Classes \$28

The Internet provides us a vast world of information through the ability to shop, send email and even meet people in chat rooms.

However, it also creates some threats to our personal privacy.

Knowing how to protect yourself on-line can go a long way towards making the Internet safe. This class will help you do that! This class includes access to a webpage with relevant links.

Tues. May 8 – May 15 1:00 – 3:00

Facebook – 2 classes \$28

Learn about Facebook, a free social networking website that helps you connect and share with the people in your life. Millions of people use Facebook everyday to keep up with friends, upload an unlimited number of photos, share links and videos, and learn more about the people they meet. You can also find old friends and make new friends who share your interest and/or activities. You can stay up to date and easily communicate with them. Once you add a friend to your Facebook friend list you will always know when they are adding new information.

Tues. May 22 – May 29 10:15 – 12:15

Tues. May 22 – May 29 1:00 – 3:00

Thurs. June 7 – June 14 10:15 – 12:15

I'm on Facebook: Now What? – 2 classes \$28

Are you one of the millions of Facebook users asking themselves, "Now what?" In this course, we will review topics you request and learn more fun Facebook features such as fan pages, photo albums, tagging, chatting and emailing. This is a follow up to the original Facebook class. If you haven't already taken that course, you should at least have a Facebook account and know how to post.

Tues. June 5 – June 12 10:15 – 12:15

Tues. June 5 – June 12 1:00 – 3:00

Computer Classes

**Classes are Hands-On,
Include**

EXCELLENT

Instruction Manuals

& are Limited to

10 Students Allowing for

Lots of Individual Attention

Intermediate Internet – 6 classes \$84

We will review Internet basics before moving on to advanced searching. In this course, you will learn a variety of skills such as how to navigate through shopping sites and know what to look for to ensure your privacy and security. You will also learn about online communities, message boards and chat rooms, as well as advanced email techniques like creating your own stationery and sending photographs and documents to friends and relatives. Please open a free **Gmail** email account prior to class and bring your password.

Wed. June 6 – July 18 10:15 – 12:15

Excel: Spreadsheets & More – 6 Classes \$84

You'll find Excel is an easy and fun application to use. You can use Excel to budget your personal finances and keep track of your investments. You can also use Excel to follow loan repayments, compare different mortgages, create invoices and more. Learn skills that are used in spreadsheet programs. Charts, graphs, math formulas will be covered as well as Excel templates. If you are considering a return to the workforce or would like to upgrade your computer skills, then this course will help you understand the computer program most often used in business.

Wed. June 6 – July 18 1:00 – 3:00



WordPress Websites – 4 classes \$56

- Do you need a new Website?
- Do you need to Re-design your Website?

47% of new Websites today are using WordPress – it takes seconds and it's **FREE!** Although initially WordPress was just used for Blogging, it's become the perfect web-design tool for small and medium sized businesses as well as individuals. The template designs are truly magnificent and state of the art. They combine both beauty and user friendliness. It's easy and it's fun!

Thurs. June 7 – June 28 1:00 – 3:00

Thurs. July 5 – July 26 10:15 – 12:15

Sell on Craigslist Today! – 1 class \$14

Craigslist is a central an online communities offering free classifieds for virtually anything! The beauty of Craigslist is that you are selling locally and there's no shipping involved. It's free, secure and easy! Because the people who use Craigslist are diverse in age, culture and race, there are a multitude of potential buyers for any one item. BRING PHOTOS OF THE ITEMS YOU WANT TO SELL TO CLASS on a Flash Drive, CD or just email them to yourself. **PREREQUISITE:** you will need to know how to log into your email account.

Tues. June 19 10:15 – 12:15

Tues. June 19 1:00 – 3:00

Hands-on eBay – 3 classes \$42

Buying and selling items online is a fun and easy way to shop and sell. This class will help you navigate your way through the ins and outs of eBay, whether you want to buy, sell or simply window shop. You'll learn how to search effectively for what you want, how to identify safe sellers, and how to bid and pay for your items. You will learn the ins and outs of selling on eBay including questions like: What does it cost to sell on eBay? How do I list an item for sale? How can I end my listing immediately? How does the free re-list policy work? And More!

Tues. July 3 – July 17 10:15 – 12:15

1000 Memories – 2 classes \$28

Bring your past into the present. No more digging through messy photo boxes and no need to scan those old photos either. You'll learn to digitize, upload and organize your photos. It's similar to an on-line Family Tree that's easy to create. It's a new way for every generation of your family photos, stories, and memories to be connected in one place. If you wish you can even invite your family to add their own collections of family photos and stories.

Tues. July 3 - 10 1:00 – 3:00

Exploring Google – 3 classes \$42

Google keeps growing and growing. Let us show you just some of it's amazing features: Advanced Search Tips, Book Search, Calendar & Reminders, Currency Conversion, Images, News, Finance & Stock Quotes, Google Earth and Maps, creating your own Google Homepage and much more.

Thurs. July 12 – July 26 1:00 – 3:00

Scrapbooking On-line – 2 classes \$28

You'll create beautiful and completely one-of-a-kind layouts, **share them Online** with your friends and family, and even **print high-quality photobooks, greeting cards or postcards**. We will learn how to use embellishments, graphics, unique text fonts, special effects and more. You can use Photos from Flickr, Webshots, Picassa, Facebook, Photobucket, Smugmug or bring your own on a Thumb Drive or CD. Or you can just use the photos on the class computers to practice. Your scrapbook can be about a recent vacation, a favorite pet, a wedding, a trip to the zoo or a new member of the family or even a book. It's all about self-expression and your imagination is the only limit to your creativity.

Tues. July 24 – July 31 10:15 – 12:15

*Education
Is not Preparation for life,
Education is Life Itself...
John Dewey*

**For More Information About These Classes
or for Individual Instruction
In Your Office or Home
Call Sara Ohara • 858-336-5671
www.SaraOhara.com**