

ENRICHMENT

COMPUTER TRAINING - Level 3

This class is geared to those who have attended Computer 2 class or possess those skills. Begin to learn the software most widely used today - **Microsoft Word 2007**. Formatting and managing documents and files will be covered, as well as creating shortcuts. Also included are tips to help you file and locate your work on your hard drive. Instructor: Eulah "Cookie" Grugan.

Monday, Thursday & Tuesday, 6-8 pm
October 3, 6 & 11
St. Theresa's School - computer lab (2nd floor)
Cost: \$90; *discounted resident rate: \$75*

COMPUTER TRAINING - Level 4

This class is designed for those who have either taken the Level 3 class or possess equivalent skills. Come learn advanced techniques for **Microsoft Word 2007** by using styles, templates and tables that will make your work simpler. Basic graphics and different formats will also be covered to help you "dress up" your documents. Instructor: Eulah "Cookie" Grugan.

Thursday, Monday & Friday, 6-8 pm
October 20, 24 & 28
St. Theresa's School - computer lab (2nd floor)
Cost: \$90; *discounted resident rate: \$75*

BEGINNER EXCEL

Learn how to create, modify, print and format spreadsheets using **Microsoft Excel 2007**. Simple charts and basic formulas will be included. Prerequisites: completion of Computer Training (level 3) class or a basic knowledge of computer use and functions including keyboarding and moving around in documents. Instructor: Eulah "Cookie" Grugan.

Tuesday & Thursday, 6-8 pm
November 1 & 3
St. Theresa's School - computer lab (2nd floor)
Cost: \$60; *discounted resident rate: \$50*

NEW INTERMEDIATE EXCEL

Enhance your skills by taking the next step. More advanced charts and formulas will be included, as well as a variety of uses for spreadsheets. Prerequisites: completion of Beginner Excel class or basic knowledge of computer use and functions plus basic understanding of spreadsheets. Instructor: Eulah "Cookie" Grugan.

Tuesday & Thursday, 6-8 pm
November 15 & 17
St. Theresa's School - computer lab (2nd floor)
Cost: \$60; *discounted resident rate: \$50*

COMPUTER HOUSEKEEPING

Find the "extras" that truly personalize your computer. Learn to clean out unwanted files and conserve disk space. Adjust settings to prevent the computer from saving every site you have visited recently. Dig into the Control Panel tools that allow you to change the desktop picture, use a screen saver, adjust the mouse, and change the appearance of your windows. Learn to defragment your hard drive to create more usable space. Try using the commands on the Accessories tab to enhance your computer skills. Instructor: Eulah "Cookie" Grugan.

Monday, November 21, 6-8 pm
St. Theresa's School - computer lab (2nd floor)
Cost: \$32; *discounted resident rate: \$27*

NEW BEGINNER POWERPOINT

PowerPoint is a slide program that is on most employer's "required skills" list. Learn to create a program, insert data and pictures, and fine tune your presentation. Prerequisites: completion of Computer 4 or knowledge of computer use and functions, including cutting, pasting, inserting data and pictures, and manipulating information. Instructor: Eulah "Cookie" Grugan.

Tuesday & Thursday, 6-8 pm
November 29 & December 1
St. Theresa's School - computer lab (2nd floor)
Cost: \$60; *discounted resident rate: \$50*

EVENTS & SERVICES

FAMILY & MULTI-AGED ACTIVITIES

KAYAK EXPERIENCE

One each for novice and experienced paddlers ages 12+! See the descriptions in the Enrichment section.

YOUTH ACTIVITIES

HALLOWEEN PONY PRANCE

You say you've never seen a horse in a Halloween costume? Then this is your chance! Children ages 2-12 will enjoy games, pony rides and refreshments. Please wear clothes appropriate for riding (no costumes, please). Don't forget the camera!

Sunday, October 30, 1:30-3:00 pm
Total Equine Learning Center at Copper Penny Farm
Cost: \$50; *discounted resident rate: \$42*

SCHOOL'S OUT FUN DAYS

It's a day off from school! Make it fun with games and activities for ages 6-12 in both the gym and pool. Each day includes a snack and drink, swimming, and lunch! It's like a day at summer camp during the school year! Registration and refund deadline is 7 days before the event.

A. Monday, October 10, 7:30 am-5:30 pm
B. Monday, November 21, 7:30 am-5:30 pm
C. Tuesday, November 22, 7:30 am-5:30 pm
Red Land High School - WS Natatorium lobby
Cost: \$38; *discounted resident rate: \$32*

SANTA'S WORKSHOP WITH MRS. CLAUS'S KITCHEN

Ho! Ho! Ho! It is that time of year again when Santa's workshop makes a stop at West Shore schools! Students in grades K-5 will fashion at least five homemade gifts for family or friends. They will also visit the kitchen to create and enjoy several yummy seasonal treats. Crafts may include candles, beaded jewelry, ornaments, stockings, home décor, and more. In Mrs. Claus's kitchen, students may make their own homemade chocolate candy, decorate small cakes, create homemade lollipops, mix up some reindeer food, and more. Each participant will be provided with snack, a pizza dinner, and drink. Please call Melissa Henning at 503-7930 with any special dietary needs. Register early as space is limited!! Instructor: Kathy Bass.

A. December 5, 3:30-7:00 pm, Highland Elementary - music room
B. December 6, 3:30-7:00 pm, Fishing Creek Elementary - bldg 2 - APR
C. December 12, 3:30-7:00 pm, Newberry Elementary - gym/cafeteria
Cost: \$54; *discounted resident rate: \$45*

SERVICES

BONUS BOOK 2012

A great holiday gift! Purchase your 2012 Bonus Book at the recreation office to receive hundreds of dollars discounted on regional food, entertainment, fitness, and lodging. Available in mid-November. Cost: \$28.

DISCOUNT MOVIE TICKETS

Visit our office before you visit the theater! Makes a great gift for friends or co-workers.

MOVIE THEATER

Regal, Edwards or UA Movie Theaters

Your Price
\$7.00

Savings
\$2.50

SKI TICKETS

Discounted tickets for **Camelback Mountain, Ski Roundtop, Whitetail** and **Ski Liberty** resorts will be available in December. Call 920-9515 or visit www.westshorerec.org for information in early December.

GIFT CERTIFICATES

Give a friend or loved one the long-lasting gift of a recreation activity - either an old favorite or a new experience. Any amount can be placed on the recipient's account and a certificate printed to present.

REGISTER ONLINE

You're first in line when you register online! Create your ActiveNet account and register at your leisure for most activities. It's quick and easy and available 24 hours a day.

Is Online Registration For Me?

Online registration may be the ideal method for you if:

- you cannot call during office hours.
- the desired program fills quickly.
- you're out of town during the busy registration time.
- you would like an instant confirmation of your registration.
- you don't mind paying a convenience fee (6.5% plus \$0.50)
- or you just enjoy using your computer.
- Go to www.activenet.active.com/westshorerec for more details.

There is no additional fee to register by telephone, in person or by mail.