

Free Computer Classes at Active Adults 55 and Better **The REC, 1175 Municipal Way, Grapevine, TX 76051 817.410.3465**

Winter Semester Jan 14-Mar 1, 2019 **NEW CLASSES**

To download schedule from gograpevine.com click on **Activities**, then click on **55 and Better** and under Computers, click on **View our Schedule and Classes**. **All classes must have a minimum of 5 students**

Windows Fundamentals Length: Six sessions

When: Mon & Wed, 9am-12pm (Jan 14, 16, 21, 23, 28, 30) Taught by Carolyn Ernst, assisted by Ed King

You will get a lot of practice with beginning word processing, creating files and folders, and developing your small and large motor skills (helpful with the mouse). The class will use Win 10 to teach the standard features that also come with Win 7 and Win 8. Thus, you can go home and practice these skills on your own computer even if you do not have Win 10. Our goal is to help you be successful and have fun with your computer. **Note: If you are lacking in keyboarding (typing) skills, we strongly encourage you to take the Keyboarding class to enhance your capability in Windows Fundamentals.**

Study Hall

When: Fridays, 10am-12pm (Jan 18, 25)

Open to those who are taking or have taken Windows Fundamentals or Keyboarding.

Do you want to practice Windows Fundamentals topics? If so, this time is for you. A knowledgeable assistant will answer your questions of how to do Wallpaper, Screensaver, File Explorer, Paint, WordPad and Solitaire. There are exercises for you to practice on or just come and do what you want to do.

Basic Classes Do Not Require the Successful Completion of Windows Fundamentals

How to use your iPhone Length: One session each

Pre-Req.: Must have an iPhone 5 or newer, know how to make and answer phone calls, and listen to voice messages. Bring your iPhone to class fully charged.

When: Tuesday, 9am-12pm (Jan 15) Taught by Beverly Savage

OR Tuesday, 9am-12pm (Jan 22) Taught by Beverly Savage

This roundtable training is limited to 6 participants and requires no computer experience. In this class, learn how to adjust the sound and change a few other important settings, including a discussion about backing up your iPhone and the importance and value of having an iCloud account. We will provide tips about using the phone feature, adding to *Favorites* and recommendations about entering *Contacts*, how to text and some texting tips, and a variety of ways to use Siri.

How to use your Android Phone Length: Two sessions

Pre-Req.: Must have an Android phone, Samsung preferably. Bring your Phone to class. Must have a Google/Gmail address and know your password.

When: Tue & Thurs 9am-12pm (Feb 12, 14) Taught by Roger Jones

This training is limited to 6 participants. In this class, learn how to adjust the sound and change other settings. We will make sure your phone is set up to sync [backup], contacts, photos, and apps. We go over using the Google calendar, set up contacts, email, and photos. We will use Google Chrome on a computer to see what is on your phone.

iPhone Apps, Maps, and Pictures Length: One session each

Pre-Req.: Must have an iPhone 5 or newer, know how to make and answer phone calls, and listen to voice messages. Bring your iPhone to class fully charged.

When: Thursday, 12:30-3:30pm (Jan 17) Taught by Twyla O'Keefe

OR Thursday, 12:30-3:30pm (Jan 24) Taught by Twyla O'Keefe

This roundtable training is limited to 6 participants and requires no computer experience. In this class, learn how to search for, install, organize, and remove apps from your phone. You'll learn how to use the Map including finding addresses, adding bookmarks, and using audible turn-by-turn directions. In learning about the camera feature, you will take pictures, remove red eyes, organize your photos into albums, and understand what the streaming function does.

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Basic Classes Continued: Do Not Require the Successful Completion of Windows Fundamentals

iPad Beginner Length: One session

Pre-Req.: Must be able to login to your device.

When: Tuesday, 12:30-3:30pm (Jan 29) Taught by Beverly Savage, Assistant Twyla O'Keefe

This class will cover the basics of using an iPad. Some subjects to be covered: wake up and unlock, home screen, open apps, folders, organization of screens, gestures, control center, screen orientation, basic camera, personalize your iPad, and other subjects.

iPad Advanced Length: One session

Pre-Req.: Must have taken iPad Beginner

When: Tuesday, 12:30-3:30pm (Feb 12) Taught by Gay Grissom

Must be able to login to your device and into your Apple account (Apple id).

This class picks up where the beginner class left off. We will start with a quick review of the basics and move on to various topics: editing photos, all the options inside of Notes, Safari and all it entails, all about Apps, and many other topics.

Genealogy: Deciphering Old HandWriting Length: One session

When: Wednesday 12:30-3:30pm (Feb 20) Taught by Pearl Dill, Assisted by Ann Berryman

Do you have old research documents that are hard to read? From 1500 to the early 1900s, some of the words may look like a foreign language but you can tell it was written in English from the rest of the document. The use of abbreviations, special lettering, superscript letters, or an early version of shorthand made some items unreadable. Let us help you figure out how to decipher those unreadable words/documents so that you may complete your family research.

Optional Classes Follow - Requires Successful Completion of Windows Fundamentals

Gmail Length: Two sessions

Pre-Req.: Bring Gmail account and password to class.

To create Gmail account, go to: accounts.google.com/signup

When: Mon & Wed, 12:30-3:30pm (Feb 4, 6) Taught by Carolyn Ernst

Even if you have been using email, there are undoubtedly many features that you don't use or have questions about. This class uses Gmail to teach you proper email netiquette; using email address book including making distribution lists; successfully sending and receiving attachments (including photos and size limitations); forwarding messages without including previous addressees; recognizing the dangers of viruses, spyware and phishing; controlling spam, and managing messages with folders and subfolders.

PCs WITH WINDOWS 10

Registration required: Mon 1/7/19, Walk in 9am-12pm, Call in after 1pm at 817.410.3465, AM walk-ins get better choices of classes.

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Optional Classes Continued - Requires Successful Completion of Windows Fundamentals

Google Drive and Apps: Introduction Length: Two sessions

Pre-Req.: Bring Gmail account and password to class.

To create Gmail account, go to: accounts.google.com/signup

When: Mon & Wed, 9am-12pm (Feb 11, 13) Taught by: Gay Grissom

Google Drive is a cloud storage solution for storing files. With Google Drive you can store and access your files anywhere— on the web, on your hard drive, or on the go. Learn how to create an account as well as upload and sync files. The real value comes when you use Google's various apps, which are integrated directly into Google Drive which includes: a word processor (Google Docs), a spreadsheet (Google Sheets), and a presentation tool (Google Slides).

WebPage - Beginner Length: One session

Pre-Req.: Bring Gmail account and password to class.

To create Gmail account, go to: accounts.google.com/signup

When: Tuesday, 12:30-3:30pm (Jan 15) Taught by Gay Grissom

A webpage can be about your family, your business, or your hobby. Put all of your information in one place. Come with a flash drive filled with pictures, documents, and artwork you might want to use, or just bring yourself. Let's create an informational webpage.

WebPage - Advanced Length: One session

Pre-Req.: Must have taken Web Page Beginner

Pre-Req.: Bring Gmail account and password to class.

When: Tuesday, 12:30-3:30pm (Feb 19) Taught by Gay Grissom

Come to this class to work on your webpage. I will be there to answer questions, make suggestions on the design, and assist you in anyway needed. This is a working class.

Windows 10 Photos Length: Two sessions

When: Tue & Thurs, 9am-12pm (Feb 5, 7) Taught by Roger Jones, assisted by Jim Lorkowski and Pearl Dill

Using the Photo software that comes with Windows 10, we will learn how to get photos from the camera or your phone, to the computer, do basic editing like cropping, removing redevye, getting the pictures to look better, how to resize photos and email. Learn how to print on your home printer or at the store. Bring your camera or phone with charging cable to class.

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Optional Classes Continued - Requires Successful Completion of Windows Fundamentals

Windows 10 Tips and Tricks: Length: Three sessions

Pre-req.: Using a computer with Windows 10 installed

When: Tue, Thurs, Tue, 9am-12pm (Feb 19, 21, 26) Taught by Roger Jones, Dick Guckel, and Ken Anderson

Now I have a computer running Windows 10, what do I need to know? Learn where to find getting started video's, how to change the tiles on the Windows desktop, how to attach apps to the task bar or desktop, how to use the start button, where to find apps and other items. Security, account types, and backup options will be discussed. If you have a Windows 10 laptop we recommend that you bring it to class.

Windows Files & Folders Length: One session

When: Monday, 9am-12pm (Feb 4) Taught by Dick Guckel, assisted by Carolyn Ernst.

If you would like to be more efficient and productive saving, creating, and retrieving files and folders, this is the class for you. Did you know that you may create a folder within a folder? Find out what kind of files you can put in a folder. Learn more!

Word 2016 Length: Five sessions

When: Mon & Wed & Fri, 12:30-3:30pm (Jan 14, 16, 18, 21, 23) Taught by Pam Price, assisted by Jane Doclar.

This class uses Microsoft Word 2016 to help you DEVELOP your word processing skills in the following areas: formatting, editing, creating tables and labels, using mail merge, and working with graphics. NOTE: Students should have competent keyboarding skills to get the most out of this class. If you need to improve your own typing skills, we encourage you to take the Keyboarding class first.

Students experienced with a Mac, and have used the Internet may sign up for the following classes: All iPhone & Android classes, Genealogy: Deciphering Old Hand Writing, Gmail, Google Drive and Apps: Introduction.