PCs with Windows 10	Registration required: Mon 3/4/19, Walk in 9am-12pm, Call in after 1pm at 817.410.3465, AM walk-ins get better choices of classes.

Free Computer Classes at Active Adults 55 and Better
The REC, 1175 Municipal Way, Grapevine, TX 76051   817.410.3465
Spring Semester March 11 – April 25, 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**

Keyboarding (Typing)   Length: Three sessions
OPEN to ANYONE - May or may not have taken a computer course.
Your computer requirements: Windows XP or above, Internet access
When: Thursday, 9am-12pm, (Mar 21, 28, Apr 4) Taught by Barbara Oldani

Computers are more fun when you know the keyboard. This class will introduce you to free programs that will help you improve your computer keyboarding (typing) skills. You will be shown how to use these programs. You will be given a CD or flash drive so you can practice at home on your computer, in our Study Hall or on any computer with Internet access. To use the keyboarding CD or flash drive at the Grapevine Library, contact the librarian.

Windows Fundamentals   Length: Six sessions
When: Tue & Thurs, 12:30-3:30pm (Mar 12, 14, 19, 21, 26, 28) Taught by Pam Price, assisted by Stevie Dwyer & JoAnn Heinen

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.**

Basic Classes Do Not Require the Successful Completion of Windows Fundamentals

iPhone: How to use   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 (Mar 12) Taught by Beverly Savage
OR   Monday, 9am-12pm (Mar 18) 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.

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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: Monday, 12:30-3:30pm (Mar 25) Taught by Twyla O'Keefe
OR   Thursday, 12:30-3:30pm (Apr 9) 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.

PCs with Windows 10

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

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 & Wed 9am-12pm (Mar 26, 27) 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.

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iPad Beginner   Length: One session
Pre-Req.: Must be able to login to your device.
When: Wednesday, 9am-12pm (Mar 20)   Taught by Beverly Savage, assisted by Twyla O'Keefe and Gay Grissom

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.

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iPad Advanced   Length: One session
Pre-Req.: Must have taken iPad Beginner
When: Wednesday, 12:30-3:30pm (Apr 3)   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.

Fun Websites   Length: One session
When: Monday, 12:30-3:30pm (Apr 1)   Taught by Gay Grissom

WEBSITES that are FUN, EDUCATIONAL, and BRAIN TRAINERS

The Internet can be fun as well as educational. Let's surf through the sites that can put a smile on your face and bring a giggle to your day. I will throw a few educational sites and brain trainers in there just for those of you who need justification for this class. Ha! Join me as we surf through FUN!

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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: Tue & Wed, 12:30-3:30pm (Apr 16, 17) Taught by Carolyn Ernst assisted by Ed King

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.

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: Tue & Thurs, 12:30-3:30pm (Apr 23, 25) 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: Wednesday, 12:30-3:30pm (Apr 24) 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.

Windows 10 Files & Folders   Length: One session

When: Monday, 9am-12pm (Mar 25) 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!

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Optional Classes Continued - Requires Successful Completion of Windows Fundamentals

Windows 10 Photos   **Length: Two sessions**
When: Tue & Wed, 9am-12pm (Apr 16, 17) Taught by Roger Jones, assisted by Jim Lorkowski

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 redeye, 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.

Windows 10 Tips and Tricks: **Length: Three sessions**
Pre-req.: Using a computer with Windows 10 installed
When: Mon, Tue, Thurs, 9am-12pm (Apr 8, 9, 11) Taught by Roger Jones, Dick Guckel

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.

Word 2016   **Length: Five sessions**
When: Mon & Wed & Fri, 12:30-3:30pm (Mar 11, 13, 15, 18, 20) 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.