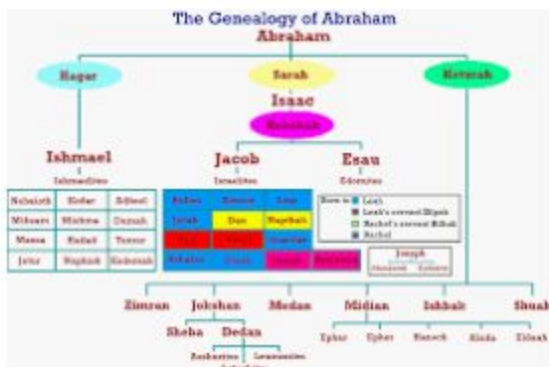


Summer Semester 2019  
August 5 - September 19

## A graphic showing two smartphones side-by-side. The left phone is an iPhone with the white Apple logo on its black screen. The right phone is an Android phone with the green Android robot logo on its black screen. Between the two phones, the word "OR" is written in a large, bold, black font, indicating a choice between the two operating systems.



## **Free Computer Classes at Active Adults 55 and Better**

### **The REC, 1175 Municipal Way, Grapevine, TX 76051 817.410.3465**

**Late Summer Semester Aug 5 – Sept 20, 2019 NEW CLASSES**

To download schedule from [gograpevine.com](http://gograpevine.com) click on **Activities**, select **The REC**, select **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 7 or above, Internet access**

When: Thursday, 9:30am-12pm, (Aug 15, 22, 29) 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: Five sessions**

When: Tue, Thurs, Mon, Tue, Thurs, 12:30-3:30pm (Aug 13, 15, 19, 20, 22) 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: Monday, 9am-12pm (Aug 19) Taught by Beverly Savage

**OR** Monday, 9am-12pm (Aug 26) 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.

#### **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: Wednesday, 12:30-3:30pm (Aug 21) Taught by Twyla O'Keefe

**OR** Friday, 9:00-12:00 (Aug 30) 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**

#### **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 (Aug 27, 28) 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:** Tuesday, 12:30-3:30pm (Aug 27) Taught by Beverly Savage, assisted by Twyla O'Keefe & 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: Two sessions**

**Pre-Req.: Must have taken iPad Beginner**

**When:** Tue & Thurs, 12:30-3:30pm (Sept 17, 19) Taught by Gay Grissom, assisted by Beverly Savage & Twyla O'Keefe

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.

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#### **Fun Websites Length: One session**

**When:** Wednesday, 12:30-3:30pm (Sept 18) 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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### **Computer Comparison Length: One session**

When: Monday, 12:30-3:30pm (Aug 26) Taught by: Gay Grissom, Roger Jones & Dick Guckel

#### **So Many Devices and So Little Time!**

Confused about all of the technology devices? What does an iPad do? What is a Chromebook? Do I need a Windows machine? Join us for an informational session that will clarify device usage and maybe help you understand what is best for you.

### **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](https://accounts.google.com/signup)**

When: Tue & Wed, 12:30-3:30pm (Sept 10, 11) 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.

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#### **Shutterfly Length: Two sessions**

When: Tue & Wed, 9am-12pm (Aug 20, 21) Taught by Laura Jesburg, assisted by Dick Guckel

Shutterfly is an online website that helps you to create a scrapbook that can be professionally printed of significant activities in your or a loved ones' life. Graduations, weddings, trips, grandkids, family gatherings are some examples.

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#### **Windows 10 Files & Folders Length: One session**

When: Thursday, 12:30-3:30pm (Aug 29) 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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## PCs WITH WINDOWS 10

Registration required: Mon 7/29/19, 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

##### Windows 10 Photos

**Length: Two sessions**

When: Wed & Thurs, 9am-12pm (Sept 11, 12) Taught by Roger Jones, assisted by Jim Lorkowski & 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 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: Two sessions**

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

When: Mon & Tue, 9am-12pm (Sept 16, 17) 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, Mon, Wed & Fri, 12:30-3:30pm (Aug 5, 7, 12, 14, 16) 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.**

2019 LATE SUMMER SEMESTER - AUG 5 - SEP. 20

Registration: 7/29/2019 9am - 12pm  
(Call In - 817-410-3465 after 1pm)

Monday	Tuesday	Wednesday	Thursday	Friday
Aug. 5	Aug. 6	Aug. 7	Aug. 8	Aug. 9
Word 12:30-3:30 pm Mon, Wed, Mon, Wed & Fri Pam Price		Word 12:30-3:30 pm Mon, Wed, Mon, Wed & Fri Pam Price		
Aug. 12	Aug. 13	Aug. 14	Aug. 15	Aug. 16
Word 12:30-3:30 pm Mon, Wed, Mon, Wed & Fri Pam Price	Win Fundamentals 12:30-3:30 pm Tue, Thu, Mon, Tue, Thu Pam Price	Word 12:30-3:30 pm Mon, Wed, Mon, Wed & Fri Pam Price	Keyboarding 9:30am-Noon Thu Barbara Oldani	Word 12:30-3:30 pm Mon, Wed, Mon, Wed & Fri Pam Price
Aug. 19	Aug. 20	Aug. 21	Aug. 22	Aug. 23
iPhone - How to Tue 9am-12pm Beverly Savage	Shutterfly 9am-Noon Laura Jesberg	Shutterfly 9am-Noon Laura Jesberg	Keyboarding 9:30am-Noon Thu Barbara Oldani	
Win Fundamentals 12:30-3:30 pm Tue, Thu, Mon, Tue, Thu Pam Price	Win Fundamentals 12:30-3:30 pm Tue, Thu, Mon, Tue, Thu Pam Price	iPhone-Apps- Maps-Pictures 12:30-3:30 pm Wed Twyla O'Keefe	Win Fundamentals 12:30-3:30 pm Tue, Thu, Mon, Tue, Thu Pam Price	
Aug. 26	Aug. 27	Aug. 28	Aug. 29	Aug. 30
iPhone - How to Tue 9am-12pm Beverly Savage	How to use your Android Phone 9am-Noon Tue & Wed Roger Jones	How to use your Android Phone 9am-Noon Tue & Wed Roger Jones	Keyboarding 9:30am-Noon Thu Barbara Oldani	iPhone-Apps- Maps-Pictures 9:00 - 12:00pm Fri Twyla O'Keefe
Comp. Comparison 12:30-3:30pm RogerJones, Gay Grissom, Dick Guckel	iPad-Beginner 12:30-3:30 Tue Beverly Savage		Win 10 Files & Folders 12:30-3:30 pm Dick Guckel	
Sep. 2	Sep. 3	Sep. 4	Sep. 5	Sep. 6
Labor Day	The REC closed for cleaning.	The REC closed for cleaning.	The REC closed for cleaning.	The REC closed for cleaning.
Sep. 9	Sep. 10	Sep. 11	Sep. 12	Sep. 13
	Gmail 12:30-3:30pm Tues & Wed Carolyn Ernst	Win 10 Photos 9am-12pm Wed & Thurs Roger Jones	Win 10 Photos 9am-12pm Wed & Thurs Roger Jones	
		Gmail 12:30-3:30pm Tues & Wed Carolyn Ernst		
Sep. 16	Sep. 17	Sep. 18	Sep. 19	Sep. 20
Win 10 Tips & Tricks 9am-12pm Mon & Tue Roger Jones & Dick Guckel	Win 10 Tips & Tricks 9am-12pm Mon & Tue Roger Jones & Dick Guckel			
	iPad-Advanced 12:30-3:30pm Tue & Thurs Gay Grissom	Fun Websites 12:30-3:30pm Gay Grissom	iPad-Advanced 12:30-3:30pm Tue & Thurs Gay Grissom	