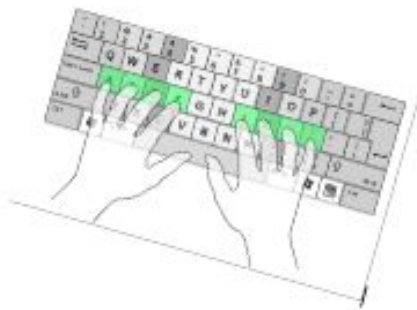
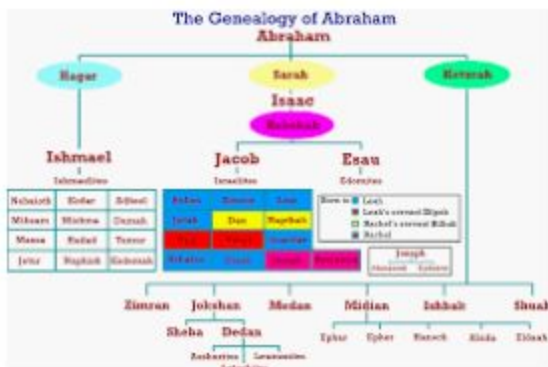


**WINTER SEMESTER**  
**JANUARY 13 - FEBRUARY 21**

# Schedule of Classes Held in Computer Lab



**Free Computer Classes at Active Adults 55 and Better**  
**The REC, 1175 Municipal Way, Grapevine, TX 76051 817.410.3465**  
**Winter Semester Jan 13-Feb 28, 2020 NEWER CLASSES**

To download schedule from [gograpevine.com](http://gograpevine.com) click on **Activities**, select **55 and Better** and under Computer Classes, click on **View and download...** **All classes must have a minimum of 5 students**

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**Keyboarding (Typing) Length: Two sessions**  
**OPEN to ANYONE - May or may not have taken a computer course.**  
**Your computer requirements: Windows 7 or above, Internet access**  
When: Tuesday, 9:30am-12pm, (Jan 21, 28) 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.

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**Windows Fundamentals Length: Five sessions**  
When: Tue & Thurs, 12:30-3:30pm (Jan 14, 16, 21, 23, 28, 30) 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.**

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**Basic Classes Do Not Require the Successful Completion of Windows Fundamentals**

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**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 (Jan 13) Taught by Beverly Savage  
**OR** Monday, 9am-12pm (Jan 20) 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: Friday, 9am-12pm (Jan 17) Taught by Twyla O'Keefe  
**OR** Friday, 9am-12pm (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**

**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: Wed & Thurs, 9am-12pm (Jan 22, 23) 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.

**Computer Comparison Length: One session**

When: Monday, 9am-12pm (Jan 27) 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.

**MAC Laptops**

**Length: One session**

When: Tuesday, 9am-12pm (Jan 14) Taught by Laura Jesberg & Gay Grissom

You might have a Mac laptop but are you using it to its potential? Bring it to this class and learn/review the basics of the Mac operating system plus useful tips and tricks you might not know your laptop can do.

**iPad Beginner Length: One session**

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

When: Monday, 12:30-3:30pm (Jan 27) 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: Wednesday, 12:30-3:30pm (Jan 29) 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.

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

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### **Optional Classes Follow - Requires Successful Completion of Windows Fundamentals**

#### **Genealogy: HOW-TOs, DOs & DON'Ts** Length: Four sessions

When: Wed & Thurs & Tues & Thurs, 9am-12pm (Feb 5, 6, 11, 13) Taught by Pearl Dill, Assisted by Ann Berryman

Do you know who you are and where your ancestors came from? Learn how to organize your family's genealogy properly in such a way that it is easily accessible. Then use FREE internet websites to gather more information and write your family's story.

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

When: Tue & Thurs, 12:30-3:30pm (Feb 18, 20) Taught by Laura Jesberg, 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: Monday, 9am-12pm (Feb 17) 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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#### **Windows 10 Photos** Length: Two sessions

When: Wed & Thurs, 9am-12pm (Feb 19, 20) 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.

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#### **Windows 10 Tips and Tricks:** Length: Three sessions

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

When: Mon & Tue & Mon, 9am-12pm (Feb 3, 4, 10) 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.

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**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.**

2020 Winter Semester Jan 13 – Feb 28

Registration: 1/6/20 9am – 12pm  
Call In after 1pm 817-410-3465

Monday	Tuesday	Wednesday	Thursday	Friday
Jan 13 <div>How to use your iPhone Monday 9 am-12pm Beverly Savage</div>	Jan 14 MAC Laptops Tuesday 9 am-12pm Laura Jesberg & Gay Grissom <div>Win Fundamentals 12:30-3:30pm Tue &amp; Thurs Pam Price</div>	Jan 15	Jan 16 <div>Win Fundamentals 12:30-3:30pm Tue &amp; Thurs Pam Price</div>	Jan 17 <div>iPhone-Apps-Maps-Pictures 9am-12pm Friday Twyla O'Keefe</div> No Study Hall
Jan 20 <div>How to use your iPhone Monday 9 am-12pm Beverly Savage</div>	Jan 21 Keyboarding 9:30am-12pm Tuesday Barbara Oldani <div>Win Fundamentals 12:30-3:30pm Tue &amp; Thurs Pam Price</div>	Jan 22 <div>How to use your Android Phone 9 am-12pm Wed &amp; Thurs Roger Jones</div>	Jan 23 <div>How to use your Android Phone 9 am-12pm Wed &amp; Thurs Roger Jones</div> <div>Win Fundamentals 12:30-3:30pm Tue &amp; Thurs Pam Price</div>	Jan 24 <div>iPhone-Apps-Maps-Pictures 9am-12pm Friday Twyla O'Keefe</div> No Study Hall
Jan 27 <div>Computer Comparison 9am-12pm Monday Roger Jones, Dick Guckel Gay Grissom</div> <div>iPad Beginner 12:30-3:30pm Monday Beverly Savage</div>	Jan 28 Keyboarding 9:30am-12pm Tuesday Barbara Oldani <div>Win Fundamentals 12:30-3:30pm Tue &amp; Thurs Pam Price</div>	Jan 29  <div>iPad Advanced 12:30-3:30pm Wednesday Gay Grissom</div>	Jan 30 <div>Win Fundamentals 12:30-3:30pm Tue &amp; Thurs Pam Price</div>	Jan 31  No Study Hall
Feb 3 <div>Win 10 Tips &amp; Tricks 9am-12pm Mon &amp; Tue &amp; Mon Roger Jones, Dick Guckel</div>	Feb 4 <div>Win 10 Tips &amp; Tricks 9am-12pm Mon &amp; Tue &amp; Mon Roger Jones, Dick Guckel</div>	Feb 5 Genealogy: HOW-TOs: DOs & DON'Ts 9am-12pm Wed/Thurs/Tue/Thurs Pearl Dill	Feb 6 Genealogy: HOW-TOs: DOs & DON'Ts 9am-12pm Wed/Thurs/Tue/Thurs Pearl Dill	Feb 7  No Study Hall
Feb 10 <div>Win 10 Tips &amp; Tricks 9am-12pm Mon &amp; Tue &amp; Mon Roger Jones, Dick Guckel</div>	Feb 11 Genealogy: HOW-TOs: DOs & DON'Ts 9am-12pm Wed/Thurs/Tue/Thurs Pearl Dill	Feb 12	Feb 13 Genealogy: HOW-TOs: DOs & DON'Ts 9am-12pm Wed/Thurs/Tue/Thurs Pearl Dill	Feb 14  No Study Hall
Feb 17 Windows Files & Folders 9am-12pm Monday Dick Guckel	Feb 18 <div>Shutterfly 12:30-3:30pm Tue &amp; Thurs Laura Jesberg</div>	Feb 19 <div>Win 10 Photos 9 am-12pm Wed &amp; Thurs Roger Jones</div>	Feb 20 <div>Win 10 Photos 9 am-12pm Wed &amp; Thurs Roger Jones</div> <div>Shutterfly 12:30-3:30pm Tue &amp; Thurs Laura Jesberg</div>	Feb 21  No Study Hall
Feb 24	Feb 25	Feb 26	Feb 27	Feb 28  No Study Hall