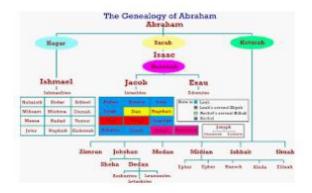# Schedule of Classes Held in Computer Lab

Registration for classes is <u>only</u> online. When you print this, select the option that "fits" on a page.

TO REGISTER FOR CLASSES, YOU MUST HAVE AN ACCOUNT ON THE REC'S AMILIA SYSTEM. If you don't, on your browser, type "gograpevine.com" and click on the orange "Register", then click on "Create an account" and do what is requested.

IF YOU DO HAVE AN ACCOUNT, on your browser type: "gograpevine.com/activeadults", then scroll down to the "View the Winter Class Schedule" and you will be presented with a list of all the classes.

Problems? Please call the Active Adult desk at 817-410-3465

Free Computer Classes at Active Adults 55 and Better
The REC, 1175 Municipal Way, Grapevine, TX 76051   817.410.3465
Winter Semester Jan 10th-Feb 18th, 2022   NEWER CLASSES

Registration for classes is only online. To register, on your browser type "gograpevine.com/activeadults" then scroll down to "COMPUTER CLASSES"
Unless specified differently, all classes must have a minimum of 5 students

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Windows Fundamentals   **Length: Six sessions**
When: Mon & Wed, 12:30-3:30pm (Jan 10, 12, 17, 19, 24, 26) Taught by Carolyn Ernst, assisted by Laura Jesberg

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.**

Keyboarding (Typing)   **Length: One session**
OPEN to ANYONE - May or may not have taken a computer course.
Your computer requirements: Windows XP or above, Internet access
When: Tuesday, 12:30-3:30pm, (Jan 11) Taught by Carolyn Ernst

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 or on any computer with Internet access. To use the keyboarding CD or flash drive at the Grapevine Library, contact the librarian.

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: Monday, 9am-12pm (Jan 10) Taught by Beverly Savage
OR   Monday, 9am-12pm (Jan 17) 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: Mon & Wed, 9am-12pm (Jan 24, 26) 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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iPhone Camera   **Length: One session**
Pre-Req: Must have an iPhone. Bring your iPhone to class fully charged with charging cable (with USB connection).
When: Tuesday, 12:30-3:30pm (Jan 25) Taught by Pearl Dill and Gay Grissom
Are you ready to learn more about your iPhone camera? Your iPhone camera is a very sophisticated device. We will show you how to use some of the settings you may not be aware are available on your phone.

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<mark>**Android Camera/ Google Photos**</mark>   **Length: One Session**
Pre-Req: Must have an Android phone fully charged.
When: Thursday, 9am-12pm (Jan 27) Taught by Roger Jones
Learn how to use the photo editing tools built into the Android phone camera. That includes, cropping, filters, adding graphics and sharing the results. Then we will use Google Photos to create videos.

<mark>**iPad for Everyone**</mark>   **Length: One session**
Pre-Req: Must be able to login to your device.
When: Monday, 12:30-3:30pm (Feb 2) Taught by Gay Grissom
Regardless of your iPad knowledge this class will give you some new tips and tricks. All levels of ability are welcome. Bring your questions and be ready to learn some new uses of this powerful tool.

<mark>**Photo Fun for Mobile Devices**</mark>   **Length: One session**
When: Thursday, 12:30-3:30pm (Jan 27) Taught by Gay Grissom & Pearl Dill
Are your photos just taking up room on your phone, iPad, or Tablet? Let's make a collage, an invitation, a card, and other graphic items with those pictures. We will use a couple of apps and websites. Bring your device fully charged to class.

<mark>**Senior Friendly iPhone Settings**</mark>   **Length: One Session**
Pre-Req: Must have an iPhone. Bring your iPhone to class fully charged with charging cable (with USB connection).
When: Friday, 9am-12pm (Feb 11) Taught by Twyla O'Keefe
This training is limited to 6 participants. If you have issues with vision, hearing, physical and motor challenges, learn how your iPhone settings can help make your iPhone more user friendly. Topics to be covered are accessibility settings on your iPhone as well as Apps that relate to the settings. .

<mark>**Shutterfly**</mark>   **Length: Two sessions**
 When: Tue & Thurs, 12:30-3:30pm (Feb 15, 17) Taught by Laura Jesberg
Shutterfly is an online website that allows you to personalize a variety of products. This class will teach you to create a scrapbook that can be professionally printed of significant activities in you, or a loved one's life. Graduations, weddings, trips, grand kids and family gatherings are some examples.

<mark>**Tree Climbing: Your New Obsession**</mark>   **Length: Two Sessions**
Pre-Req: **Before class, create an account with familysearch.org and bring your login information to class with you. If you have a laptop, bring it with you too, fully charged.**
When: Tue & Thurs, 9am-12pm (Feb 8, 10) Taught by Pearl Dill, assisted by Ann Berryman
Researching your family history may often seem like a challenge, especially if you do not have a lot of time to spend on research. Let us show you how to begin quickly and easily to formulate the story of your family's existence and use free resources to do just that.

<mark>**MAC Laptops**</mark>   **Length: One session**
When: Wednesday, 12:30-3:30pm (Feb 9) Taught by Laura Jesberg
 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.

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<u>**Unless specified differently, all classes must have a minimum of 5 students**</u>

Windows 10 Files & Folders   Length: One session
Pre-req: Requires successful completion of Windows Fundamentals
When: Monday, 12:30-3:30pm (Jan 31) Taught by Dick Guckel
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 might create a folder within a folder? Find out what kind of files you can put in a folder. Learn more!

Windows 10 Photos   Length: Two sessions
Pre-req: Requires successful completion of Windows Fundamentals
When: Mon & Wed, 9am-12pm (Feb 7, 9) Taught by Roger Jones, assisted 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: Pre-req: Requires successful completion of Windows Fundamentals and
Using a computer with Windows 10 installed
When: Mon & Wed, 12:30-3:30pm (Feb 14, 16) 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.

<mark>Windows 11</mark>   Length: One session Limit: 20 students
Pre-req: Requires successful completion of Windows Fundamentals
When: Wednesday, 9am-12pm (Feb 2) Taught by Dick Guckel and Roger Jones
There has been quite a bit of discussion regarding the new Windows 11. Should I install it? Why should I install it? Am I able to install it? What has changed? Attend this class and we will attempt to answer these questions.

Word 2016   Length: Five sessions
When: Tue & Thurs & Fri & Tue & Thurs, 12:30-3:30pm (Feb 1, 3, 4, 8, 10) Taught by Pam Price, assisted by Jane Doclar.
Pre-req: Requires successful completion of Windows Fundamentals
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. If you have completed Windows Fundamentals and want to expand your knowledge of word processing, Microsoft Word will help you continue to develop more skills.
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.

2022 Winter Semester Jan 10 – Feb 18

Monday	Tuesday	Wednesday	Thursday	Friday
Jan 10 **How to use your iPhone** **Monday 9 am-12pm** **Beverly Savage** **Win Fundamentals** **12:30-3:30pm** **Mon & Wed** **Carolyn Ernst**	**Jan 11** **Keyboarding** **12:30-3:30pm** **Tuesday** **Carolyn Ernst**	**Jan 12** **Win Fundamentals** **12:30-3:30pm** **Mon & Wed** **Carolyn Ernst**	**Jan 13**	**Jan 14**
Jan 17 **How to use your iPhone** **Monday 9 am-12pm** **Beverly Savage** **Win Fundamentals** **12:30-3:30pm** **Mon & Wed** **Carolyn Ernst**	**Jan 18**	**Jan 19** **Win Fundamentals** **12:30-3:30pm** **Mon & Wed** **Carolyn Ernst**	**Jan 20**	**Jan 21**
Jan 24 **How to use your Android Phone** **9am – 12pm** **Mon & Wed** **Roger Jones** **Win Fundamentals** **12:30-3:30pm** **Mon & Wed** **Carolyn Ernst**	**Jan 25** **iPhone Camera** **12:30-3:30pm** **Tuesday** **Pearl Dill & Gay Grissom**	**Jan 26** **How to use your Android Phone** **9am – 12pm** **Mon & Wed** **Roger Jones** **Win Fundamentals** **12:30-3:30pm** **Mon & Wed** **Carolyn Ernst**	**Jan 27** **Android Camera/ Google Photos** **9am – 12pm** **Thursday** **Roger Jones** **Photo Fun for Mobile Devices** **12:30-3:30pm Thurs** **Gay Grissom & Pearl Dill**	**Jan 28**
Jan 31 **Windows 10 Files & Folders** **12:30-3:30pm** **Monday** **Dick Guckel**	**Feb 1** **Word** **12:30pm-3:30pm** **Tue, Thurs, Fri.** **Pam Price**	**Feb 2** **Win 11** **9am – 12pm** **Wednesday** **Dick Guckel & Roger Jones** **iPad for Everyone** **12:30-3:30pm** **Wednesday** **Gay Grissom**	**Feb 3** **Word** **12:30pm-3:30pm** **Tue, Thurs, Fri.** **Pam Price**	**Feb 4** **Word** **12:30pm-3:30pm** **Tue, Thurs, Fri.** **Pam Price**
Feb 7 **Win 10 Photos** **9am – 12pm** **Mon & Wed** **Roger Jones**	**Feb 8** **Tree Climbing: Your New Obsession** **9am-12pm** **Tue & Thurs** **Pearl Dill** **Word** **12:30pm-3:30pm** **Tue, Thurs, Fri.** **Pam Price**	**Feb 9** **Win 10 Photos** **9am – 12pm** **Mon & Wed** **Roger Jones** **MAC Laptops** **12:30-3:30pm** **Wednesday** **Laura Jesberg**	**Feb 10** **Tree Climbing: Your New Obsession** **9 am-12pm** **Tue & Thurs** **Pearl Dill** **Word** **12:30pm-3:30pm** **Tue, Thurs, Fri.** **Pam Price**	**Feb 11** **Senior Friendly iPhone Settings** **9am-12pm** **Friday** **Twyla O'Keefe**
Feb 14 **Windows 10 Tips & Tricks** **12:30-3:30pm** **Mon & Wed** **Dick Guckel & Roger Jones**	**Feb 15** **Shutterfly** **12:30-3:30pm** **Tue & Thurs** **Laura Jesberg**	**Feb 16** **Windows 10 Tips & Tricks** **12:30-3:30pm** **Mon & Wed** **Dick Guckel & Roger Jones**	**Feb 17** **Shutterfly** **12:30-3:30pm** **Tue & Thurs** **Laura Jesberg**	**Feb 18**

12/14/2021

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