Schedule of Classes Held in Computer Lab
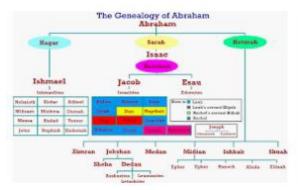
Registration for classes is <u>only</u> online. When you print this, select the option that "fits" on a page.

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 "COMPUTER CLASSES" category and select a class.

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
Late Summer Semester Aug 8th-Sept 23rd, 2022   NEWER CLASSES
Unless specified differently, all classes must have a minimum of 5 students.

Windows Fundamentals   **Length: Six sessions Max 12 students.**
When: Mon & Thurs & Fri, 12:30-3:30pm (Aug 8, 11, 12, 15, 18, 19) Taught by Pam Price
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: Students should have competent keyboarding skills to get the most out of this class. If you need to improve your own typing skills, search for keyboarding tutorials online to ensure your success in the class.**

Android Phone: How to use   **Length: Two sessions Max 6 students.**
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 (Aug 22, 24) 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: How to use   **Length: One session each   Max 6 students.**
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 8) Taught by Beverly Savage
OR   Monday, 9am-12pm (Aug 15) 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: Senior Friendly Settings   **Length: One session Max 6 students.**
Pre-Req: Please bring your iPhone fully charged. No computer experience is required.
When: Friday, 9am-12pm (Aug 19) 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.

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iPhone Camera   **Length: One session Max 12 students.**
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 (Sept 13) 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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Apple Watch Basics   **Length: One session each Max 6 students.**
Pre-Req: Apple Watch Series 5 (2019) or newer.
When: Tuesday, 12:30-3:30pm (Aug 16) Taught by Laura Jesberg.
                Tuesday, 12:30-3:30pm (Aug 23) Taught by Laura Jesberg.
                Wednesday, 12:30-3:30pm (Sept 14) Taught by Laura Jesberg.
                Wednesday, 9am-12pm (Sept 21) Taught by Laura Jesberg.
You may have an Apple Watch on your wrist, but do you know all the cool things it can do? Try this 3-hour workshop and learn how to get the most out of your Apple Watch, from tracking your heart rate to finding your phone to keeping you connected with everything you care about.

Facebook Settings and Privacy   **Length: One session   Max 12 students.**
Pre-Req: Must have a Facebook account <u>before</u> the class. Bring the device that you use to access your Facebook account fully charged. (We will also log into computers to see a different view than the app.)
When: Friday, 12:30-3:30pm (Sept 16) Taught by Gay Grissom and Pearl Dill.
Privacy issues and privacy controls on Facebook are ever-changing. We will walk you through how to do the Privacy Checkup and break it down setting-by-setting. Basic how-tos will be covered as well. Should I participate in those fun quizzes? Is that a meme or a fact? These will be discussed.

Genealogy: Cite your Sources   **Length: One session Max 12 students.**
Pre-Req: **Must have good computer skills and a working knowledge of genealogy, online trees, and/or genealogy software.**
When: Thursday, 9am-12pm (Aug 11) Taught by Pearl Dill
A source is a record used in locating information and sound genealogy research is built on a variety of sources. A citation is a notation that connects the source of your research and supports any conclusions. It is crucial to Cite Your Sources in your family tree. Come learn how to connect your sources and citations to your genealogy.

Genealogy: Workshop   **Length: One session each Max 12 students.**
Pre-Req: **Must have good computer skills and a working knowledge of genealogy, online trees, and/or genealogy software. Bring the device you use to do your research, fully charged.**
When: Thursday, 9am-12pm (Sept 1) Taught by Pearl Dill
                 Thursday, 12:30-3:30pm (Sept 1, 22) Taught by Pearl Dill
Not enough time to get your genealogy done? Come join us in our new workshop. We will be there to assist if you need help while you spend the day doing your genealogy research.

Google Chrome: **Length**: **One session   Max 12 students.**
Pre-Req.: Bring gmail account and password to class.
To create gmail account go to: *accounts.google.com/signup*
When: Tuesday, 9am-12pm (Sept 13) Taught by Gay Grissom & Pearl Dill
Join me as we look at an Internet browser developed by Google Inc. that combines a minimal design with a sophisticated technology to make the Web faster, safer and easier. The Google Chrome browser offers features that make the web easier to use and access to Google Drive. This includes the trinity of standard tools: a word processor (Google Docs), a spreadsheet (Google Sheets), and a presentation tool (Google Slides).

Google Photos   **Length: One session Max 12 students.**
Pre-Req: Must bring a phone or tablet to class, fully charged with Google Photos loaded. Also, bring your Google/Gmail login and password.
When: Thursday, 9am-12pm (Aug 25) Taught by Roger Jones
Learn how to use the photo editing tools built into Google Photos. That includes cropping, filters, adding graphics, and sharing the results. We will also use Google Photos to create videos.

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Photo Fun for Mobile Devices   **Length: One session Max 12 students.**
When: Thursday, 12:30-3:30pm (Sept 15) 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.

Shutterfly   **Length: Two sessions Max 12 students.**
 When: Mon & Wed, 12:30-3:30pm (Aug 22, 24) Taught by Laura Jesberg
Shutterfly is an online website that provides permanent, unlimited storage for your photos. This class will show you how to upload your photos from your device to Shutterfly. Then you can use your photos to personalize a variety of cool products. We will focus on the creation of a scrapbook that can be professionally printed as a keepsake.

Windows 10 Files & Folders   **Length: One session Max 12 students.**
Pre-req: Requires successful completion of Windows Fundamentals.
When: Monday 9am-12pm (Sept 12) Taught by Dick Guckel, assisted by Pam Price
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 Max 12 students.**
Pre-req: Requires successful completion of Windows Fundamentals. Bring your camera or phone fully charged along with a charging cable with a USB plug.
When: Wed & Thurs, 9am-12pm (Sept 14, 15) 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 for email. Learn how to print on your home printer or at the store.

Windows 11   **Length: One session Max 20 students.**
Pre-req: Requires successful completion of Windows Fundamentals.
When: Monday, 9am-12pm (Sept 19) 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 Max 12 students.**
Pre-req: Requires successful completion of Windows Fundamentals.
When: Thurs, Friday, Mon, Tue, Wed, 12:30-3:30pm (Aug 25, 26, 29, 30, 31) Taught by Pam Price,
                  assisted by Jane Doclar.
This class uses Microsoft Word 2016 to help you increase 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, search for keyboarding tutorials online to ensure your success in class.

NOTE: Students experienced with a Mac and have used the Internet may sign up for the following classes: All iPhone & Android classes and other phone related classes.

2022 Late Summer Semester Aug 8-Sept 23

Registration: Amilia Online Only

Monday	Tuesday	Wednesday	Thursday	Friday
Aug 8 How to use your iPhone Monday 9am-12pm Beverly Savage Win Fundamentals 12:30-3:30pm Mon & Thurs & Fri Pam Price	**Aug 9**	**Aug 10**	**Aug 11** Genealogy: Cite your Sources 9am – 12pm Thursday Pearl Dill Win Fundamentals 12:30-3:30pm Mon & Thurs & Fri Pam Price	**Aug 12** Win Fundamentals 12:30-3:30pm Mon & Thurs & Fri Pam Price
Aug 15 How to use your iPhone Monday 9am-12pm Beverly Savage Win Fundamentals 12:30-3:30pm Mon & Thurs & Fri Pam Price	**Aug 16** Apple Watch Basics 12:30-3:30pm Tuesday Laura Jesberg	**Aug 17**	**Aug 18** Win Fundamentals 12:30-3:30pm Mon & Thurs & Fri Pam Price	**Aug 19** Senior Friendly iPhone Settings 9am-12pm Friday Twyla O'Keefe Win Fundamentals 12:30-3:30pm Mon & Thurs & Fri Pam Price
Aug 22 How to use your Android Phone 9am – 12pm Mon & Wed Roger Jones Shutterfly 12:30-3:30pm Mon & Wed Laura Jesberg	**Aug 23** Apple Watch Basics 12:30-3:30pm Tuesday Laura Jesberg	**Aug 24** How to use your Android Phone 9am – 12pm Mon & Wed Roger Jones Shutterfly 12:30-3:30pm Mon & Wed Laura Jesberg	**Aug 25** Google Photos 9am – 12pm Thursday Roger Jones Word 12:30pm-3:30pm Thurs,Fri, Mon,Tue,Wed Pam Price	**Aug 26** Word 12:30pm-3:30pm Thurs,Fri, Mon,Tue, Wed Pam Price
Aug 29 Word 12:30pm-3:30pm Thurs,Fri, Mon,Tue, Wed Pam Price	**Aug 30** Word 12:30pm-3:30pm Thurs,Fri, Mon,Tue, Wed Pam Price	**Aug 31** Word 12:30pm-3:30pm Thurs, Fri, Mon, Tue, Wed Pam Price	**Sept 1** Genealogy: Workshop 9am – 12pm Thursday Pearl Dill Genealogy: Workshop 12:30-3:30pm Thursday Pearl Dill	**Sept 2**
Sept 5 **No Classes**	**Sept 6** **No Classes**	**Sept 7** **No Classes**	**Sept 8** **No Classes**	**Sept 9** **No Classes**
Sept 12 Windows 10 Files & Folders 9am – 12pm Monday Dick Guckel & Pam Price	**Sept 13** Goggle Chrome 9am-12pm Tuesday Gay Grissom & Pearl Dill iPhone Camera 12:30-3:30pm Tuesday Pearl Dill & Gay Grissom	**Sept 14** Win 10 Photos 9am – 12pm Wed & Thurs Roger Jones Apple Watch Basics 12:30-3:30pm Wednesday Laura Jesberg	**Sept 15** Win 10 Photos 9am – 12pm Wed & Thurs Roger Jones Photo Fun for Mobile Devices 12:30-3:30pm Thurs Gay Grissom & Pearl Dill	**Sept 16** Facebook Settings Friday 12:30-3:30pm Pearl Dill
Sept 19 Win 11 9am – 12pm Monday Dick Guckel & Roger Jones	**Sept 20**	**Sept 21** Apple Watch Basics 9am – 12pm Wednesday Laura Jesberg	**Sept 22** Genealogy: Workshop 12:30-3:30pm Thursday Pearl Dill	**Sept 23**

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