

# Schedule of Classes Held in Computer Lab

2023 WINTER SEMESTER  
JANUARY 9 – FEBRUARY 17

Registration for classes is only 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**  
Winter Semester Jan 9<sup>th</sup> –Feb 17<sup>th</sup>, 2023 **NEWER CLASSES**  
Unless specified differently, all classes must have a minimum of 5 students.

---

**Windows Fundamentals** Length: Six sessions Max 12 students.

**Pre-Req:** 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.

**When:** Mon & Wed & Fri, 12:30-3:30pm (Jan 9, 11, 13, 16, 18, 20) 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 of a windows PC. Our goal is to help you be successful and have fun with your computer.

---

**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:** Tue & Thurs, 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.

---

**Apple Watch Basics** Length: One session each Max 6 students.

**Pre-Req:** Apple Watch Series 5 (2019) or newer. Make sure watch and iPhone are fully charged for class.

**When:** Wednesday, 9am-12pm (Feb 1) 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.

---

**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 (Jan 9) Taught by Beverly Savage

**OR** Monday, 9am-12pm (Jan 16) 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.

---

**EXCEL: Beginning** Length: One session Max 12 students

**Pre-Req.:** Proficiency using a Windows computer as well as having passed Windows Fundamentals.

**When:** Wednesday, 12:30-3:30pm (Feb 1) Taught by Laura Jesberg & Dick Guckel

EXCEL enables users to format, organize and calculate data in a spreadsheet. In this class, you will be introduced to spreadsheets and various basic data functions of EXCEL for home use. You will learn how to use formulas and multiple spreadsheets as well as how to sort data.

## PCs WITH WINDOWS 10

### **Free Computer Classes at Active Adults 55 and Better** **The REC, 1175 Municipal Way, Grapevine, TX 76051 817.410.3465** **Winter Semester Jan 9<sup>th</sup> –Feb 17<sup>th</sup>, 2023 NEWER CLASSES** **Unless specified differently, all classes must have a minimum of 5 students.**

---

#### **Facebook Basics** Length: One session Max 12 students.

**Pre-Req: Working knowledge of the device you use to view Facebook.**

When: Thursday, 12:30-3:30pm (Feb 9) Taught by Gay Grissom and Pearl Dill.

Facebook is a social networking website. In this class we will learn the basics of Facebook: Post comments, add comments, share photos, post links, upload a profile picture and cover photo, do live video, share, and answer questions you may have. You can download the app to your phone, tablet, or iPad and bring the device to class to work on. If you prefer, you are welcome to use a computer in the lab.

---

#### **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: Monday, 12:30-3:30pm (Jan 30) 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.

---

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

When: Wednesday, 9am-12pm (Jan 25) Taught by Gay Grissom & Pearl Dill

Join us 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). Learn how easy all of this is to use.

---

#### **How to use Pinterest** Length: One session Max 12 students

**Pre-req: Must have an existing Pinterest account and know your ID and password so that you can log in at the Senior Center computer lab.**

When: Thursday, 12:30-3:30pm (Jan 26) Taught by Gay Grissom and Pearl Dill.

Get the creativity juices flowing by searching for ideas and saving (pinning!) them to your account. Learn how to create boards, how to follow other boards and people, and how to upload and tag your own pictures! Bring your smart phone or tablet to learn how to use the Pinterest app, which is much easier to use, especially for taking and uploading your own pictures.

---

#### **Shutterfly** Length: Two sessions Max 12 students.

When: Tues & Thurs, 12:30-3:30pm (Jan 31, Feb 2) 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.

---

**Free Computer Classes at Active Adults 55 and Better**  
**The REC, 1175 Municipal Way, Grapevine, TX 76051 817.410.3465**  
**Winter Semester Jan 9<sup>th</sup> –Feb 17<sup>th</sup>, 2023 NEWER CLASSES**  
**Unless specified differently, all classes must have a minimum of 5 students.**

---

**Windows Files & Folders**                      **Length: One session   Max 12 students.**

**Pre-req: Requires successful completion of Windows Fundamentals.**

**When:**                      Monday, 12:30-3:30pm (Jan 23) 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 Tips and Tricks**                      **Length: Two sessions   Max 12 students.**

**Pre-req: Using a computer with Windows 10 or 11 installed, having passed Windows Fundamentals**

**When:**                      Mon & Wed, 12:30-3:30pm (Feb 6, 8) Taught by Roger Jones & Dick Guckel

Now I have a computer running Windows, what do I need to know? Learn about Cyber Security, viruses, password management, safe browsing, and backup options. Learn where to find getting started videos, how to change the tiles on the Windows desktop, how to attach apps to the taskbar or desktop, how to use the start button, and where to find apps and other items will be discussed. If you have a Windows 10 or Windows 11 laptop, we recommend that you bring it to 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.**

---

# Winter Semester Jan 9 – Feb 17, 2023

Registration: Amilia Online Only

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Jan 9</b> iPhone How-To Mon 9 am – 12:00 pm BJS  Win Fundamentals MWF 12:30 pm – 3:30 pm PP, SD, JH	<b>Jan 10</b>	<b>Jan 11</b>  Win Fundamentals MWF 12:30 pm – 3:30 pm PP, SD, JH	<b>Jan 12</b>	<b>Jan 13</b>  Win Fundamentals MWF 12:30 pm – 3:30 pm PP, SD, JH
<b>Jan 16</b> iPhone How-To Mon 9 am – 12:00 pm BJS  Win Fundamentals MWF 12:30 pm – 3:30 pm PP, SD, JH	<b>Jan 17</b>  Android Phone How-to Tue/Thu 12:30 pm – 3:30 pm RJ	<b>Jan 18</b>  Win Fundamentals MWF 12:30 pm – 3:30 pm PP, SD, JH	<b>Jan 19</b>  Android Phone How-to Tue/Thu 12:30 pm – 3:30 pm RJ	<b>Jan 20</b> Google Photos Friday 9 am – 12 pm RJ  Win Fundamentals MWF 12:30 pm – 3:30 pm PP, SD, JH
<b>Jan 23</b>  Windows Files & Folders Mon 12:30 pm – 3:30 pm DG, PP	<b>Jan 24</b>	<b>Jan 25</b> Google Chrome Wed 9 am – 12 pm GG, PD	<b>Jan 26</b>  Pinterest Thursday 12:30 pm – 3:30 pm GG, PD	<b>Jan 27</b>
<b>Jan 30</b>	<b>Jan 31</b>  Shutterfly Tue/Thu 12:30 pm – 3:30 pm LJ	<b>Feb 1</b> Apple Watch Basics Wed 9 am – 12 pm LJ  Excel Introduction Wed 12:30 pm – 3:30 pm LJ, DG	<b>Feb 2</b>  Shutterfly Tue/Thu 12:30 pm – 3:30 pm LJ	<b>Feb 3</b>
<b>Feb 6</b>  Windows Tips & Tricks Mon/Tue 12:30 pm – 3:30 pm DG, RJ	<b>Feb 7</b>	<b>Feb 8</b>  Windows Tips & Tricks Mon/Tue 12:30 pm – 3:30 pm DG, RJ	<b>Feb 9</b>  Facebook Basics Thu 12:30 pm – 3:30 pm GG, PD	<b>Feb 10</b>
<b>Feb 13</b>	<b>Feb 14</b>	<b>Feb 15</b>	<b>Feb 16</b>	<b>Feb 17</b>