

# Class Descriptions for Spring 2019

(Classes & descriptions are subject to change)

## **{A1} Mail Merge Projects (1 ½ - Hour Session)**

Learn how to create labels from a list of names using Mail Merge *Wizard*. You will learn the method of printing addresses directly on to envelopes. In addition, we will show you how to merge a name into a letter. The materials fee is \$3.

## **{A2} Digital Entertainment for Seniors (1 ½ - Hour Session)**

Be introduced to the expanding 21<sup>st</sup> Century World of Digital Entertainment. These include Watching TV on your Devices, On-Demand Movies, Streaming Video with YouTube, Evolution of Radio. Digital music has replaced records, tapes and CD's, Explore Games and Interactive Entertainment. The new norm is Digital Newspapers and Magazines, eBooks and Audiobooks and much more. The materials fee is \$3.

## **{A3} Avoiding Scams and Fraud (1 ½ - Hour Session) NEW**

This Session will be conducted by a representative of the Police/Law Enforcement Community who will discuss the various forms of currently employed Scams or Fraud produced and directed primarily at Seniors The intent is to deceive Seniors into parting with money and or property. There is no fee for this seminar.

## **{A4} Introduction to Cloud Computing Seminar (1 ½ - Hour Session)**

Learn how to use the free Cloud services offered by Google, Microsoft and others. This seminar will cover the basic concepts of cloud computing and how it can be used for data backup, photo sharing, document editing and much more. The materials fee is \$3.

## **{A5} Working with Attachments (1 ½ - Hour Session)**

Learn how to create, search and find attachments; i.e., documents, pictures, videos, etc. Then practice how to select the item(s) to be attached to an email, text message, etc., and finally, how to send to recipient(s) of your choosing. The materials fee is \$3.

## **{A6} Android Camera and Editing (1 ½ Hour Session) NEW**

The Android phone enables you to capture high quality photos and videos. Learn how to edit, view, organize and share your photos and video's with your family and friends. The materials fee is \$3.

## **{B} Introduction to Scanners (Four-Week Course)**

Prerequisite: Basic Computer Skills and a home-based copier with scanning capabilities.

Learn how to scan pictures and send them via the Internet (email) as well as how to scan a picture(s) for printing. Additional areas of interest will be picture cropping, scanning documents that are not pictures and much more. There materials fee is \$3.

## **{C} Computer Fundamentals for Beginners (Six-Week Course)**

Prerequisite: Either possesses a home computer or access to one.

This course will introduce the student to the functions of the mouse and keyboard of the computer through practice via various exercises. The student will also be introduced to the basics of the operating system of Windows 10 and two common programs. The materials fee is \$6.

## **D1} Smarthomes for Seniors (1 ½ - Hour Session)**

An introduction to automation of your home systems including Lighting, Heating/Cooling, Security, Kitchen/Laundry, and communicating with these systems via Smart Devices which will make your life easier and should reduce your systems operating costs. The materials fee is \$3.

**{D2} IEC Seminar – Aging of the Eye (1 ½ - Hour Session) NEW**

Dr. Salim will lead a seminar in discussing the “Aging of the Eye” for Seniors including risk factors and treatment options. There is no fee for this Seminar!

**{D3} Digital Travel Planning Seminar (1 ½ - Hour Session)**

Welcome to using Technology for Planning Travel including the many NEW opportunities not previously available to the individual Traveler. You will be introduced to Finding Online Popular Travel Tools, Websites, and Mobil Apps to Find and Book the Best Airlines, Ground Transportation and Accommodations. Discover and review all-inclusive Vacations Packages, the value of Mobil Apps, online travel discounts and Travel Insurance and much more!! The materials fee is \$3.

**{D4} Healthcare Technology for Seniors (1 ½ - Hour Session)**

Learn to use your computer, smartphone and other devices to manage your health and get assistance as necessary. Understand the difference between a fitness tracker and a smartwatch to enable you to select the best equipment to meet your fitness goals. There will be an overview of online Applications from which you can choose to manage heart health, diabetes, obesity and other chronic conditions is included. The materials fee is \$3.

**{D5} IEC Seminar – Diabetic Eye Disease (1 ½ - Hour Session) NEW**

Dr. Eyler will lead a seminar in discussing “Diabetic Eye Disease” for Seniors including risk factors and treatment options. There is no fee for this Seminar!!!

**{D6} iPhone Camera and Editing (1 ½ Hour Session) NEW**

The iPhone enables you to capture high quality photos and videos. Learn how to edit, view, organize and share your photos and video’s with your family and friends. The materials fee is \$3.

**{D7} Files and Folders (1 ½ - Hour Session) NEW**

Learn how files and folders are used for assembling and managing text, photos and videos. Learn and how to design and use these so that you may easily find and your personal information. The materials fee is \$3.

**{E} Windows 10 Basics (Four - Week Course) *UPDATED***

Prerequisite: A computer with the Windows 10 Operating System and possess good computer skills.

You will learn how to use and personalize the Start Menu and its many options for display. Additionally, you will learn the features of the “Desktop”. Learn how to incorporate short cuts to quickly find and view the various “Built-in” and downloaded “Applications”. Learn how to “Pin” Apps, Websites and Files to the Start Menu and Desktop for easy access. The materials fee is \$5.

**{F} Windows 10 Advanced Subjects (Four - Week Course) *UPDATED***

Prerequisite: A computer with the Windows 10 and possess good computer skills.

You will learn a number of advanced topics including the use of the File Explorer to create and manage files and folders for your documents and photos. We will show how to download photos from your smartphone and edit them with the excellent Windows 10 editing software. Also, we will explore the internet to discover free applications to make your life more enjoyable and economical including newly produced Smart apps for travel, health and your home. The materials fee is \$5.

### **{G} Microsoft Word (Five - Week Course)**

Prerequisite: Access to a computer with Microsoft Office 2013 or an earlier version. A basic knowledge of Microsoft Office tools.

Students will become familiar with the Word window including the *ribbon*. Functions to be covered include how to process letters, stories, reports, newsletters and other documents. Editing text, checking for spelling errors and how to insert pictures into a document will be covered. Some advanced features such as find and replace, Word Art and screen shots will be included in the course. The materials fee is \$5.

### **{H} Computer Maintenance/Security (Four - Week Course)**

Prerequisite: Possess a home or laptop computer.

Learn routine maintenance tasks which will keep your computer(s) running properly; how to fix slowdowns, freezes, and other glitches; plus, how to install and maintain software to protect against viruses, spyware and identity theft. Additionally, other up-to-date measures to further preserve and protect the integrity of many personal electronic devices will be covered. The materials fee is \$ 5.

### **{L} E-Mail Orientation (Four - Week Course) UPDATED**

Prerequisite: An active E-Mail Account\* and the instructor's permission.

This course is designed to explain many e-mail options and help you become comfortable and familiar sending and receiving E-mail messages. Covered topics will include sending and receiving email, replying, forwarding, editing, deleting, using contact and address lists, e-mail files, security and using fonts to enhance the appearance of your e-mail. \* **ALL STUDENTS MUST BRING THEIR E-MAIL ID AND PASSWORD TO THE FIRST CLASS.** If you do not have *an email account* the instructor will meet with you prior to the first day of the class to set up a free Gmail account. The materials fee is \$5.

### **{M} Photo Shop Elements (Four – Week Course) UPDATED**

Prerequisite: This course will require the student to purchase the software for the home personal computer.

This course is user friendly for the advanced student as well as being sophisticated enough for the experienced photographer. Photoshop elements can take your photos from *Okay to Great!* You will learn how to enhance colors, change lighting and sharpness of your photos, straighten, correct for red-eye and remove blemishes as well as add text and an assortment of special effects. You will also learn to use “Guided Edits” which include step-by-step procedures and tools for additional fixes and photo effects. The materials fee is \$6.00.

### **{P} eBay Buying and Selling – (Five - Week Course)**

Prerequisite: Good computer skills with experience in using the Internet.

This course will begin with setting up your personal eBay account. Next, the instructor will provide suggestions including “Search techniques”, “Buying on eBay”, and “Payment methods on eBay “and Researching market values for actual selling on eBay. You will learn to display your item(s) in their best light as well as to determine whether or not you should try to sell a specific item. We will also discuss timing in regard to selling certain items. You will construct and follow listings during class. We will provide some hints, Do’s and Don’ts regarding how best to work within eBay. The materials fee is \$5.00

### **{Q} Facebook – Social Networking (Four - Week Course)**

Prerequisite: A good knowledge of computer operations.

We will introduce the student to Facebook used worldwide in communications between extended family and friends. Students will be shown how to create and structure their Facebook profile. Students will also be shown how to set Facebook privacy options; find friends; post status messages; upload photos; and, read and respond to friends and family postings. The materials fee is \$5. **IMPORTANT: if you do not currently have a Facebook account, the instructor will arrange to meet with you to set up the account.**

### **{R} Microsoft Excel 2013 Beginner (Five - Week Course)**

Prerequisite: Access to a computer with Microsoft Office 2013 or an earlier version. A basic knowledge of Microsoft office tools.

This course will introduce the student in the use of spreadsheets. Skills to be covered to include a review of the ribbon used in Excel; how to create a spreadsheet; how to identify the address of a cell; how to build a formula from scratch; use of developed formulas and format cells; and create a chart. Use of spreadsheets to manage textual information such as lists or databases will also be covered. The materials fee is \$5.

**{W} Apple iPhone and Camera (Four - Week Course) *UPDATED***

Prerequisite: Possess an Apple iPhone.

This class will cover many of the up-to date features of the iPhone 6, 6s, 6 Plus, 6s Plus, 7, 8 and 10. The course will cover the external and internal iPhone features including managing home screens, creating and using contacts, setting screen aspects including wallpaper, sounds and notifications. Additionally, we will send and receive Emails, Texts and iMessages. We will introduce functions and applications of the iCamera. The material fee is \$5.

**{X} Android Phones and Camera (Four - Week Course) *UPDATED***

Prerequisite: Possess an Android Smartphone or Tablet.

Learn the latest in the operation of the Android Smartphone. The Phone contains apps (applications) and provides Internet access. This course will cover navigating, settings, managing and using phone calls, texting, contacts, voice mail, apps, music, and the Internet. There is an extensive variety of free applications available for almost every interest. This course will also cover the Camera and its operation. The materials fee \$5.

**IMPORTANT**

**SeniorNet Membership First Year Dues of \$44 for single new member (renewal is \$33) or \$72 for a couple and *must be paid* either with the submission of Mail-in Registration, or, during attendance at the Walk-in Registration. Credit or Debit Cards are NOT accepted. The materials fee(s) will be collected at the start of each class!**

**Please call Our Toll-Free number at 800-457-1089 with any questions you may have!!**

**The Classes and Seminars are sponsored by:**

