List of 2019 Spring Classes and Seminars

{A1} Producing and Use of Attachments (1½ 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 the recipient(s) of your choosing.

{A2} Illinois Eye Center Seminar and Luncheon (1½ Hour Session) NEW
Dr. Tina Thomas will discuss the detection and diagnosis of "Dry Eye Syndrome" and the treatments available today for the Senior. A question and answer session will follow. Get the latest information.

{A3} Creating Files and Folders (1½ Hour Session)
Learn how files and folders are used for assembling and managing text, photos and videos. Learn how to design and use these so that you may easily locate and utilize the desired text, photos or videos.

{A4} Smart Homes/ Entertainment (½ Hour Session) *UPDATED*
Be introduced to the 21st Century World of Smart Homes and Digital Entertainment. Enhance your home with digitally designed and centrally controlled lighting, security cameras, appliances, home entertainment and more. This Seminar will present many options for this expanding list of devices and services.

{A5} Illinois Eye Center Seminar and Luncheon (1½ Hour Session) NEW
Dr. Andrew Benedict will speak about "Eyecare Today" and how seniors may take advantage of the newest innovations and treatments today. A question and answer session will follow. Another Topic will be added prior to the Seminar.

{A6} iTunes for Windows (1½ Hour Session) NEW
Learn and discover iTunes as a media player, media library, internet radio broadcaster and mobile device management developed by Apple Inc. and is used to play, download, and organize digital multimedia files, including music and video on your personal computer running the Mac and Windows operating systems.

{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.

{C} Computer Basics 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.

{D1} Health Alliance Seminar (1½ Hour Session) NEW
This Seminar will show how the importance of questioning one's own physician(s) about their own health care. The students will learn what "Health Advocates" are and how they may help people to gain answers to their questions concerning their own health care. Their will be audience participation and questions will be addressed.

{D2} CEFCU Seminar and Luncheon (1½ Hour Session) NEW
Presentation focuses on "Fraud and Theft" aimed towards Seniors via "their bank accounts". The presenter will be discussing "red flags" which signal if someone is attempting to commit fraud and theft. Common examples of fraud which are detected and then handled at **CEFCU** will be discussed. The attendees will have will time to ask question/concerns following the presentation. The following Luncheon is being provided to the attendees by **CEFCU**.

{D3} Digital Travel Planning Seminar (1½ Hour Session) *UPDATED*
You will be introduced to Online Popular Travel Tools, Websites, and Mobil Apps for the purpose of comparing, selecting and booking the appropriate Airlines, Ground Transportation and Accommodations. Discover and review all-inclusive Vacations Packages, online travel discounts, Travel Insurance and much more!!

{D4} Alzheimer's Presentation (1½ Hour Session) NEW
The focus of this presentation is the diagnosis or as Ronald Regan penned it "The Long Goodbye" and how it affects the senior and family members during time of transition in life.

{D5} Health Care Technology (1½ Hour Session)
Learn to use your computer, smartphone and other devices to manage your health and secure assistance as necessary. Understand the difference between a fitness tracker and a smartwatch so as to enable you to select the best equipment to achieve 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.

{D6} Computer Storage and the Cloud Seminar (1½ 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.

{D7} Mail Merge Projects (1½ 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 onto envelopes. In addition, we will show you how to merge a name onto a letter.

{E} Windows 10 Basics (Four - Week Course)
Prerequisite: A computer with the Windows 10 Operating System and possess good computer skills.
Learn the many features of the "Start Menu" and of the "Desktop". Discover the myriad number of "Applications (Apps) which can enhance your knowledge of the Digital World. Learn how to download, position selected Apps and Files to the Start Menu and Desktop for easy access. Also, learn to use the WordPad and Paint programs.

{F} Windows 10 Advanced Topics (Four - Week Course)
Prerequisite: A computer with the Windows 10 Operating System and possess good computer skills.
Open the "File Explorer "and learn how to create and manage files and folders. You will be introduced to "Shopping on the Internet" which enables you to order, receive and save on merchandise. Learn how to download photos from your smartphone and edit them using the Windows 10 software. You will search and select the various "Settings "which enable you to better manage your computer

{G} Microsoft Word Introduction (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 also be discussed. Some advanced features such as find and replace, Word Art and screen shots will be included in the course.

{H} Computer Maintenance and 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.

{L} E-Mail Basics (Four - Week Course) UPDATED
Prerequisite: An active E-Mail Account* and the instructor's permission.
The objective of this class is for the beginner to learn how to receive and send E-Mail messages, to acquaint the novice e-mailer with the basic options available. Included will be these topics: forwarding, editing, deleting plus information on contact address lists, files, fonts and security. The overall aim for the student is to improve and understand Basic E-Mail use. *__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 Yahoo account.

{P} eBay Buying and Selling (Six - 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", "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.

{Q} Facebook – Social Networking (Four - Week Course)
Prerequisite: A good knowledge of computer operations.
We will introduce the student to Facebook, utilized worldwide for daily 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. **IMPORTANT: if you do not currently have a Facebook account, the instructor will arrange to meet with you prior to the class to set up your account.**

{R} Microsoft Excel Basics (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 be the introduction in the use of spreadsheets. Skills to be covered 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 creating a chart. Use of spreadsheets to manage textual information such as lists or databases will also be covered.

{W} Apple iPhone, iPad and Camera (Four - Week Course) *UPDATED*
Prerequisite: *__Possess__* an Apple iPhone or iPad
This class will cover many of the up-to date features of the iPhone and iPad. The course will also cover the external and internal iPhone and iPad features including managing home screens, creating and using contacts, setting screen aspects including wallpaper, sounds and notifications. Additionally, we cover sending and receiving of Emails, Texts, iMessages and setting up Personal Calendars. Learn the features and expanding importance of the iCamera

{X} Android Phones, Tablets and Camera (Four - Week Course) *UPDATED*
Prerequisite: *Possess* an Android Smartphone.
Learn the latest in the operation of the Android Smartphone and tablets. 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.

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.** *Membership entitles the student to select from a list of Classes for which they meet the prerequisites and to any of the Seminars.*

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

The Classes and Seminars are sponsored by: