

- 2019 Fall Class Descriptions -

{C} Computer Basics for Beginners (Six-Week Course)

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

This course will introduce the student to the functions of the mouse and keyboard of the computer through various Practice exercises. The student will also be introduced to the basics of the operating system of Windows 10 and two common programs.

{D} 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.

{E} Windows 10 Session 1 (Three - Week Course) *UPDATED*

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 on the Start Menu and Desktop for easy access. Also, learn to use the WordPad and Paint programs.

{F} Windows 10 Session 2 (Three - Week Course) *UPDATED*

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 (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 also be included in the course.

{H} Computer Maintenance and Security (Three - 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.

{J} 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

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

Prerequisite: *Possess* an Android Smartphone

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 expanding importance of the Camera and its operation.

{L} E-Mail – Gmail (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. Topics reviewed will include reply, forwarding, editing and deleting. Class will also touch on contact lists, email filing, fonts and security. The overall aim is for the students to be comfortable using 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 **G-mail** account.

{M} Microsoft Excel (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.

{N} Home Automation and Entertainment (Three - Week Course) *NEW*

This is an introduction to Home Automation technology that allows you to control your connected devices and appliances from a central hub using your Smart phone or tablet. The workshop will explain how you can setup a system using widely available Google Home, Amazon Alexa, Wink and Samsung Smarthings Hubs. It will also explain how you can incorporate IFFFF (if this, then that) technology to perform tasks through voice command to control various household functions.

{P} Cloud Computing (Three - Week Course) *NEW*

This class will teach you how to understand and use Google Drive and Microsoft One Drive cloud services. You will learn how to use these services to back up your important files and pictures and how to share them with other people. You will also learn how to use the free applications these services provide. These free applications include Microsoft Excel and PowerPoint as well as Google Docs, Sheets and Slides.

- Seminars and Workshops -

{A1} Producing /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 these to the recipient(s) of your choosing.

{A2} Illinois Eye Center (IEC) Seminar/Luncheon (1½ Hour Session) NEW

Subject and presenter will be announced during the Registration or during the first week of Classes. This Promises to be a unique educational experience. And, we will have a luncheon before the next IEC Seminar in the afternoon!

{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} CEFCU Seminar (1½ Hour Session) NEW

This Seminar will Cover the following: Protecting your Debit and Credit Card when you travel, The Travel Rewards you can use with your World Mastercard and how to monitor your account and do transactions when traveling.

{A5} Illinois Eye Center Seminar (1½ Hour Session) NEW

Subject and presenter will be announced during the Registration or during the first week of Classes. This Promises to be a unique experience.

{A6} Internet Searching (1½ Hour Session) NEW

“During each HTML class the instructor would say, anybody can put anything on the Internet.” In this session, we will discuss how to find valid and unbiased information and show some techniques for selecting the words for which you search. We will also do some searching during the session to illustrate the techniques.

{B1} Making Labels and Mail Merge (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.

{B2} Domestic/Foreign 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!! The instructor has traveled extensively in the U.S. and Europe using a variety of methods of searching and booking various means of Travel, hotels and Tours.

{B3} Health Alliance Seminar (1 ½ Hour Session)

The topic is “**Downsizing and Decluttering.**” This course explains the benefits of downsizing and decluttering and provides a process with helpful tips and encouragement along the way. This seminar encourages participation and personal experiences.

{B4} Health Care Technology (1½ Hour Session)

Learn to use your computer, smartpone 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.

{B5} Virtual Private Network (VPN) (1½ Hour Session) NEW

You will be introduced to virtual private networks. You will learn what a VPN is and how it can protect your privacy and security using online services. This seminar will describe some of the advantages and pitfalls of a VPN and how to shop for one that suits your needs

{B6} Genealogy (1½ Hour Session) NEW

Everyone has a story to tell about their family, but there is always more to discover. Come learn the basics of researching your family tree and new ways to uncover your family history. This seminar will go over the basics of genealogy using Ancestry.com offered free through the Peoria Public Library, and other free/low-cost websites. There will be also an introduction and overview of DNA testing and how it can be used to learn more about your family.

IMPORTANT

The cost for this Fall Session is \$20 per person for NEW members. There are no other fees for classes, events and materials. Credit or Debit Cards are NOT accepted

Please call Our Toll-Free number at 800-457-1089 with any questions you may have or visit our web site for further information: www.PeoriaAreaSenior.net.org.

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