

Computer Learning Center at Ewing

Course Descriptions

Basic Computer Courses

Windows 10 - Set Up

1 sessions - \$5

We plan to run two one-session classes on Windows 10. The first session - Windows 10 -Basic - will explore the new features of Windows 10 including:

- The Start Menu
- The Notification Area and Notifications
- The Settings App
- File Explorer
- Setting the Time
- SNIP and Sticky Notes
- Install Solitaire
- Updated Apps – Mail, Photos and Calendar

Windows 10 - Advanced classes will cover further aspects of Windows 10

If you have a laptop running Windows 10, please bring it to the class. Touch screen demonstrations can only be made on your laptops if they are equipped with a touch screen.

Windows 10 - Features

1 sessions - \$5

We plan to run two one-session classes on Windows 10. The second session - Windows 10 -Advanced - will explore additional features of Windows 10 including:

- The advanced Start menu
- The Control Panel
- Storage Management
- Quick Access
- Recovery Drive
- Edge Browser, including Edge Notes and Ink Workspace
- Microsoft Account versus Local Account
- One Drive

Windows 10 - Basic classes will cover other aspects of Windows 10

If you have a laptop running Windows 10, please bring it to the class. Touch screen demonstrations can only be made on your laptops if they are equipped with a touch screen.

Windows 10 - Apps and Browsers

1 sessions - \$5

This course is about Windows 10 Apps, Browsers, Cortana and virtual Desktops. We will talk about some useful Apps and how to get more from the Windows App Store. Try the Edge, Internet Explorer, Google Chrome and Firefox browsers. And show how to configure Cortana.

Attendees should have attended any CLC Windows class and have some familiarity with Windows 10.

Windows Tech Help

1 sessions - \$5

Do you have a Windows laptop or desktop.

If you already have experience with your device, either from taking classes or from general use, and still have some areas where you would like some help, then these sessions are right for you.

Some examples: you've forgotten how to do something; or you need more practice in using some of the device capabilities; or you just have some general questions. Only 4 students will be enrolled in these 2 hour sessions so that the instructor has sufficient time to spend with each person. Students find they may benefit by staying for the entire session as frequently someone else's question turns out to be of interest to you also.

Prerequisite: This is NOT a beginner class. Students should have general experience with their device.

Students should bring their device to the session. To Register for this session, call Rhea Goldman at 609-771-0046

Cleaning Viruses from Your Computer

1 sessions - \$5

The course will cover how to defend your computer against viruses, worms, and Trojan horses. What to do if you become infected will be demonstrated using Malwarebytes and Super Anti Spyware. How to configure your computer to maximize safety How to manage the many security patches for Windows will also be discussed. Enrollees must have previously taken the Windows 7 course and should have Windows 7 installed at home. There will be no exceptions to the required prerequisite except by specific permission of the instructor or a designated proxy.

Digital Photography

Google Photos

1 sessions - \$5

Google Photos is a photo sharing and storage service developed by Google. Google Photos gives users free, unlimited storage for photos up to 16 megapixels and videos up to 1080p resolution. The service automatically analyzes photos, identifying various visual features and subjects. Users can search for anything in photos, with the service returning results from three major categories: People, Places, and Things. Google Photos recognizes faces, grouping similar ones together; geographic landmarks (such as the Eiffel Tower); and subject matter, including birthdays, buildings, animals, food, and more. Google implements different forms of machine learning into the Photos service, particularly its recognition of photo contents, as well as enabling features that can automatically generate albums, animate similar photos into quick videos, surface past memories at significant times, and improve the quality of photos and videos.

This class will demonstrate Google Photos

Come to the class and learn how you will take advantage of the new features in Google Photos.

This class is geared towards a PC platform.

Bring copies of you photos on a flash drive to class.

Exploring the Internet

Introduction to Cloud Services

1 sessions - \$5

Cloud Storage is data space available on remote servers. These servers are maintained in computer data labs run by various companies. We access these data servers via the Internet. The entire configuration is often referred to as "the Cloud".

Cloud Storage allows users the ability to save files and picture to a location remote to the home/business. This allows for sharing the files and pictures with others. Files and pictures can be accessed from anywhere that has an Internet connection!

Microsoft is one of the firms that provides Cloud Storage. They offer free space and sell additional space on their data servers. Their offering is called SkyDrive. It is primarily used on the Microsoft Windows platform. However there are Skydrive Apps for Apple devices and Android devices. Skydrive is accessible via web browsers.

This one session lab will show attendees:

- How to sign-up for a free Microsoft SkyDrive account
- How to save files and pictures to your SkyDrive account
- How to share files and pictures on your SkyDrive account
- How to download files and pictures from your SkyDrive account

Using Dropbox Cloud Services on the Desktop

1 sessions - \$5

Dropbox is one of the simplest and most elegant ways to store your photos and files in the cloud, and share them amongst your various computers and mobile devices. In this class, we'll be sure you have a free Dropbox account set up, and then see how you can make use of it to automatically back up some of your files and make them available on all your computing devices and from the web. (iPad use is covered in a separate course.) See how files can be synced and shared. Get some experience with using "the cloud" you hear so much about today.

If you have a laptop -- either a MacBook or a PC -- you are encouraged to bring it with you to class. The rest of you will use the classroom PCs. If you already have a Dropbox account, bring your Dropbox login (usually your email address) and your password. If you don't have an account yet, wait for the classroom email to set one up and get some bonus storage!

Downloading Pictures & Free Programs

1 sessions - \$5

The Internet is full of fun photos, videos and programs available to be downloaded and used on your own computer. This course will show some of the places to find free programs and will give hands-on instruction of the methods and techniques of safe downloading. Enrollees must have previously taken the Introduction to Windows course. There will be no exceptions to the required prerequisite except by specific permission of the instructor or a designated proxy.

Installing Skype On Window's Laptop

1 sessions - \$5

Skype is an application to allow chat communication between computers and smart devices. The "chat" can be text, audio or video. It is also possible to use Skype to send files and pictures. Skype is now a Microsoft product and is free to use between Windows PCs. (It is advertiser supported in the free version.)

This one session lab course will show attendees:

- How to install Skype on your Laptop,
- How to sign-up for a Microsoft Skype account,
- How to add contacts to your contact list,
- How to initiate a text, audio and video chat ("call"),

Audience: Attendees must have a familiarity with Windows 7 or 8.1.

Notes: Attendees must bring a working Laptop with a web camera,
This class is limited to 4 students.

Skype for Windows Desktop

1 sessions - \$5

Skype is an application to allow chat communication between computers and smart devices. The "chat" can be text, audio or video. It is also possible to use Skype to send files and pictures. Skype is now a Microsoft product and is free to use between Windows PCs. (It is advertiser supported in the free version.)

This one session lab course will show attendees:

- How to sign-up for a Microsoft Skype account,
- How to add contacts to your contact list,
- How to initiate a text, audio and video chat ("call"),
- How to share files and pictures,
- How to initiate a group call.

Audience: Attendees must have a familiarity with Windows 7, 8 or 8.1.

Notes: We will be using the Windows 8.1 platform.

Attendees are invited to bring their laptops. There is limited desk space.
Because of limited video hardware this class is limited to 4 students.

iPad iPhone and Mac Courses

iPad Basics

1 sessions - \$5

Now that you have a new Apple iPad, we'll help you start enjoying your tablet. You don't need any computer background for this course, just your iPad, already registered and working. We'll cover the parts of the iPad, what you see on the screen, how to navigate your device, and some of the basic applications. We'll look at how to use the manual (already on your iPad).

Prerequisite: Bring your Apple iPad, already set up and working..

iPhone Basics

1 sessions - \$5

Now that you have a new Apple iPhone, we'll help you start enjoying your new mobile phone. You don't need any computer background for this course, just your iPhone, already registered and working. We'll cover the parts of the iPhone, what you see on the screen, how to navigate your device, and some of the basic applications. We'll look at how to use the manual (already on your iPhone).

Prerequisite: Bring your Apple iPhone 5S or newer, already set up and working.

iPhone Camera App

1 sessions - \$5

Learn how to make use of all the features of the iPhone Camera app, from the ever popular basic photo, to videos, to the specialized slow-motion, time-lapse, and panorama features. The camera modes built into the iPhone help you take great photos and videos. Make sure your iPhone has the latest version of iOS so you can take advantage of the latest features

Prerequisites: Bring your Apple iPhone 5S or newer, already set up and working. You should be comfortable with the basic use of your iPhone.

Apps on the iPad and iPhone

1 sessions - \$5

Explore the use of photos, taken with your iPhone or iPad. We'll edit your photos, create albums, and share them via email or the Web. Learn how to create slideshows and stream them to your HDTV.

Prerequisites: An iPad or iPhone with iOS software version 9.0 or later, and your Apple id and password, if you have one (for "purchasing" apps in the App Store). You should be comfortable with the basic use of your iPad and/or iPhone.

Photos on the iPad or iPhone

1 sessions - \$5

Explore the use of photos, taken with your iPhone or iPad. We'll edit your photos, create albums, and share them via email or the Web. Learn how to create slideshows and stream them to your HDTV.

Prerequisites: An iPad or iPhone with iOS software version 9.0 or later, and your Apple id and password, if you have one (for "purchasing" apps in the App Store). You should be comfortable with the basic use of your iPad and/or iPhone.

Surfing the Web on the iPad or iPhone

1 sessions - \$5

This course will cover features of the Safari web browser on the iPad and iPhone. We'll explore the use of tabs, how to read without distractions, creating a reading list for later off-line reading, saving or sharing favorite sites, searching the web or a web page, reopening recent web pages, and tuning your browser settings for safety and privacy.

Prerequisites: An iPad or iPhone with the most recent software for that device. You should be comfortable with the basic use of your iPad and/or iPhone.

Talking with Siri on the iPad and iPhone

1 sessions - \$5

ISiri is an intelligent personal assistant and knowledge navigator from Apple that exists to allow you to communicate with your mobile device by speaking. You'll learn how to enable Siri and teach it about you and your family. We'll offer tips on how to have a successful conversation, and how to recover from misunderstandings. Dictate rather than type your emails. Get a glimpse into what the future of computer interaction may be!

Prerequisites: An iPad or iPhone capable of running Siri. It should be up-to-date with the most recent software (iOS 9 or later) for that device. You should be comfortable with the basic use of your iPad and/or iPhone.

Decluttering Your iPad and iPhone

1 sessions - \$5

Has that once empty iPad or iPhone that initially looked so roomy now run out of storage space? Have you run out of room to back up to the iCloud? What can you do, short of buying a new device or paying for more iCloud storage? We'll spend 2 hours using a half dozen strategies to see what you can do to free up space on your device, or cut down on the iCloud space you are using. These can be tough decisions, so be prepared for some tough love!

Prerequisites: An iPad or iPhone with the most recent software for that device. You should be comfortable with the basic use of your iPad and/or iPhone.

iCloud on your iPad or iPhone

1 sessions - \$5

iCloud is Apple's web-based storage service. With it, you can have access to your photos, documents, apps, notes, and contacts — on whatever device you are using. Learn how to connect to the iCloud, what services are available, how to use them, and what they cost. Get a better understanding of this type of cloud computing and how to use it.

Prerequisites: An iPad or iPhone with the most recent software for that device. You should be comfortable with the basic use of your iPad and/or iPhone.

Podcasts on the iPad and iPhone

1 sessions - \$5

Podcasts are like radio shows, or magazine subscriptions for your ears, except they are free. This class will concentrate on how to find podcasts that are right for you, and then how to subscribe and listen to them using the Podcast app on the iPad or iPhone. Podcasts range from those produced by well-known media companies to amateur enthusiasts, and they span every topic you can think of. There are thousands of podcasts with regularly updated content that is well done, entertaining, fun, educational, and interesting. Come and see what you are missing!

Prerequisites: An iPad or iPhone with the most recent software for that device. You should be comfortable with the basic use of your iPad and/or iPhone.

Text Messaging on the iPad and iPhone

1 sessions - \$5

Have you decided to join the text messaging world in order to stay in touch with family members? A 2015 survey reports that 94% of seniors over age 70 who use smartphones, are sending text messages weekly! In this class we'll go over the differences between SMS, MMS, and iMessage. Then we'll focus on setting up and using Apple's Messages app on the iPad and iPhone. Whether your family and friends use Apple devices or some other brand of smartphone, we'll practice sending text messages and even photos. And if you'd rather dictate than type, we'll cover that too!

Prerequisites: An iPad or iPhone with the most recent software for that device. You should be comfortable with the basic use of your iPad and/or iPhone.

Pages on the iPad and iPhone

1 sessions - \$5

Apple's powerful Pages word processor app lets you create beautiful documents by using one of the many templates for letters, reports, resumes, and more. In this class we will focus on using your iPad or iPhone to introduce the basics of choosing a template, entering and editing text using various styles, fonts, and formatting options, and adding graphics. Please bring your Apple ID and password, in case we mention some supporting apps you would like to install.

Prerequisites: 1) You must have an iPad (or iPhone, if you are comfortable using the small screen for creating documents), running a fairly recent version of the software. 2) Your device must already have installed on it the free Pages app from the App Store app. 3) You must have some experience using your iPad, and be comfortable learning new things on it.

Switch to Mac - the Basics

1 sessions - \$5

You've made the leap from PC to Mac. Now that you're here, it's not surprising that you may be feeling a little lost. This class will help you get comfortable in your new environment. Learn the essentials of translating PC actions to their Mac equivalent. Discover how easy it is to switch from the PC's Start Menu and task bar features, to the Mac's Apple menu in the corner and the dock along the bottom of the screen. We'll look at some of the commonly used apps including Safari (the web browser to get you on the internet), Mail, and Photo. Explore the gestures available on the trackpad and learn how to enable the ones you want, and have the System Preferences app demonstrate all of them for you. Spotlight and the Finder app let you search for, browse, and view all the files on your Mac.

Prerequisite: A MacBook running the latest version for that device.

Apple Tech Help

1 sessions - \$5

Do you have an Apple iPad or iPhone and need some additional help?

If you already have experience with your device, either from taking classes or from general use, and still have some areas where you would like some help, then these sessions are right for you.

Some examples: you've forgotten how to do something; or you need more practice in using some of the device capabilities; or you just have some general questions. Only 4 students will be enrolled in these 2 hour sessions so that the instructor has sufficient time to spend with each person. Students find they may benefit by staying for the entire session as frequently someone else's question turns out to be of interest to you also.

Prerequisite: This is NOT a beginner class. Students should have general experience with their device. Students should bring their device to the session.

Other Fun Courses

Word 1

1 sessions - \$5

In this class you will learn to create a Word document. Use the ribbon bar to format and edit. Learn to preview and print a simple document. Keyboard and mouse skills are essential!

Audience:Attendees must be familiar with Windows 10.

Word 2

1 sessions - \$5

In this class you will learn to work with Tabs and the Office Ribbon. Explore the many extra features that can help you create a professional-looking document.

Audience:Attendees must be familiar with Windows 10 and of "passed" the Word 1 class.

Trace your Family Tree

2 sessions - \$10

This course consists of class instruction and lab time showing you how to organize and display basic and detailed genealogy information, including how to search archives and print family trees. A lab period provides time for application and practice. The application used to demonstrate the various concepts is the free program, Legacy Family Tree. This course is for people who are seriously interested in genealogical research. Recommended prerequisite: Some computer experience.