



2018 Fall Classes



Members Helping Members
www.cchsv.org

All classes are held in room 5 at Coronado Community Center and all computers are furnished by the Computer Club unless specified otherwise.

Register Online: cchsv.org/classes.html

Fees: The *Windows Essentials Series* fees are **\$25 for members and \$35 for non-members**. All other classes are **\$15 for members and \$25 for non-members**. Fees are payable at the class. Make your check payable to Computer Club of HSV. If you are not a member, you may join the Club at the class and get the membership discount immediately.

Questions: Email registrar@cchsv.org or call 501-260-8468. For more information about the Computer Club, see our web page at cchsv.org.

Windows Essentials Series

Instructor: Rob Tillotson

Part 1: 1:00-4:00, Tuesday, October 2

Part 2: 1:00-4:00, Thursday, October 4

This is a two-part course designed to give the new Windows user the necessary information to effectively use his/her computer's Windows operating system. It is also designed to show those contemplating upgrading to a Windows 10 computer what to expect in the new system. It will show the uses of Microsoft's new user interface and changes to Windows system components. The student will see that the newer, faster and more transparent system is similar to the old ones but better. Major apps in the Start menu will be discussed. Changes to the utilities you are used to are also highlighted. Differences from windows 7 and 8 are pointed out when necessary. The student should be able to productively use the three latest Operating Systems after the course.

The desktop and major system tools will be covered thoroughly so the student will be able to get the best use from them and be better prepared for the other Windows course offerings. Some of the settings system tools will be covered more thoroughly in this series. It is important to attend both sessions in the series to get full coverage. Bring your questions and we will try to work them into the series. This course is a must for all but the expert users.

Organizing Your Photos and Documents

Instructor: Bill Evans

1:00-4:00, Tuesday, October 23

Attendees will explore the concepts of creating, saving, locating, and managing files and folders on their computer. Utilizing the navigation capabilities of File Explorer, students will sort, group, manage files/folders in the user libraries, and managing the various file types within the documents, pictures, public and e-mail files and folders.

Photo Editing Using Windows 10 Photo App

Instructor: Bill Evans

1:00-4:00, Tuesday, November 7

Students will learn new techniques to maintain and enhance computer performance, accelerating the system startup configuration to modifying security settings and working with various types of software updates. Additional backup procedures will be demonstrated and insight into the maze of virus and spyware protection products and will also be covered.

Protecting Your Computer and Data

Instructor: Derrell Dean

1:00-4:00, Thursday, November 8

Class held at the Village Church of Christ

Students will learn new techniques to maintain and enhance computer performance, accelerating the system startup configuration to modifying security settings and working with various types of software updates. Additional backup procedures will be demonstrated and insight into the maze of virus and spyware protection products and will also be covered.

System Imaging

Instructor: Derrell Dean

1:00-4:00, Wednesday, November 14

Class held at the Village Church of Christ

This class is applicable to computers running Windows 7, 8 or 10. This class will explore common events that can result in the need for disaster recovery. We will focus on using low cost software to simplify the creation of a disk image, creation of a recovery disk or flash drive, and restoration of your computer from a disk image. We will also discuss how to safeguard the disk image files and how to develop a backup schedule. The differences between a file backup and a disk image will be explained and the hardware and software required for disk imaging will be discussed.

Microsoft Word Tips and Tricks

Instructor: Sue Davis

1:00-4:00, Thursday, October 11

You will learn how to quickly format your documents to make them look great in the shortest amount of time by learning shortcut keys & methods, work with Toolbars, and Auto Correction features. Make your life easier by learning these easy steps.

Microsoft Office Online – A Free Alternative

Instructor: Rob Tillotson

1:00-4:00, Wednesday, October 24

Learn to use the powerful Office online suite. It's is a free set of apps. All you need is a desktop browser. Create and edit great-looking resumes, newsletters, and documents. Organize and analyze your data in familiar Excel spreadsheets and workbooks. Turn your ideas into compelling presentations in minutes using professional-looking templates. Collaborate online in real time knowing that everyone is working with the latest version. Learn about free templates, free Office add-ins, modern charts and graphs that turn columns of numbers into valuable insights and presentation animations, transitions, photos, and online videos.

Exploring LibreOffice – A Free Alternative to Microsoft Office Professional

Instructor: Derrell Dean

1:00-4:00, Wednesday, October 31

Learn to use the powerful Office online suite. It's is a free set of apps. All you need is a desktop browser. Create and edit great-looking resumes, newsletters, and documents. Organize and analyze your data in familiar Excel spreadsheets and workbooks. Turn your ideas into compelling presentations in minutes using professional-looking templates. Collaborate online in real time knowing that everyone is working with the latest version. Learn about free templates, free Office add-ins, modern charts and graphs that turn columns of numbers into valuable insights and presentation animations, transitions, photos, and online videos.

Facebook for Seniors - PCs

Instructor: Glenda Kirsch

1:00-4:00, Tuesday, October 16

Facebook demographics have changed drastically. The (new) majority of people on Facebook are now over 50. Once thought of as a teen only social site, it has changed the social world. We will create and modify a profile, and search for friends and companies. Sharing pictures, manners and needed etiquette will be stressed. Important safety and privacy settings in Facebook will be displayed. Let's find the right one for you and your new social profile.

Facebook for Seniors - Apple

Instructor: Glenda Kirsch

1:00-4:00, Tuesday, October 30

Facebook demographics have changed drastically. The (new) majority of people on Facebook are now over 50. Once thought of as a teen only social site, it has changed the social world. We will create and modify a profile, and search for friends and companies. Sharing pictures, manners and needed etiquette will be stressed. Important safety and privacy settings in Facebook will be displayed. Let's find the right one for you and your new social profile.

Introduction to the Use of iPhone and iPad

Instructor: Renee Steinpreis

1:00-4:00, Wednesday, October 17

New to iPhone or iPad? Wonder what the buttons mean and what they do? Where are all the things hiding that I can do with this mobile device? What do the settings mean, where are they, and how can I or should I change them? If you have these questions, this class is for you. It will cover basic information about and how to navigate your new Apple Mobile device.

iPhone Photography

Instructor: Renee Steinpreis

1:00-4:00, Tuesday, November 6

Students will learn about their iPhone Mobile Devices Camera, what constitutes a good photo, settings to take a good picture with the iPhone, as well as the use of iPhone Camera accessories. They will have hands on experience taking pictures with their own phones as well as the opportunity to use some of the accessories available in class to try. Also learn how to email photos. We'll also learn editing of photos and how to create a slide show using iPhone camera software. Love to take pictures, want to stop lugging around heavy cameras and lenses, give this class a try if you have an iPhone!

Android Phones and Tablets

Instructor: Becky Gifford

1:00-4:00, Wednesday, September 6

New to Android cell phone or tablet? Do you want to understand the different versions of the Android Operation System and what differences it makes? What do the buttons mean and what they do? What are Apps and how do I choice which ones you should use? What settings for the different functions mean, where are they and how can I change them? If you have questions, this class is for you. It will cover basic information about and how to use your Android devices.

Android Photography

Instructor: Becky Gifford

1:00-4:00, Thursday, November 1

Students will learn about their Android Mobile Devices Camera, what constitutes a good photo, settings to take a good picture with the phone, as well as the use of phone Camera accessories. They will have hands on experience taking pictures with their own phones as well as the opportunity to use some of the accessories available in class to try. Also learn how to email photos. We'll also learn editing of photos and how to create a slide show using camera software.

Amazon Echo, Alexa and Smart Home Skills

Instructors: David Kirsch and Mary O'Neill

1:00-4:00, Tuesday, September 25

Class held at the Village Church of Christ

Students will learn how to set up Echo to wifi, how to use the Alexa app, cover what the device does, features we use every day, and how to enable new skills. IFTTT - what is it and how do we use it? Smart Home - setting up smart switches and HUE lighting. We will also answer your questions.