



**THE  
COMPUTER CLUB  
OF HSV**

*Members Helping Members*  
[www.cchsv.org](http://www.cchsv.org)



Member of  
**apcug**  
An International  
Association of Technology  
& Computer User Groups

# 2019 Winter Classes

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](http://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](mailto:registrar@cchsv.org) or call 501-260-8468. For more information about the Computer Club, see our web page at [cchsv.org](http://cchsv.org).

## Windows Essentials Series

**Instructor: Rob Tillotson**

**Part 1: 1:00-4:00, Tuesday, Feb 19**

**Part 2: 1:00-4:00, Wednesday, Feb 20**

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 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 on Your PC

**Instructor: Bill Evans**

**1:00-4:00, Tuesday, April 2**

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, April 2**

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, Monday, April 29**

**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, Tuesday, April 30**

**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.

## **Beginning Microsoft Word**

***Instructor: Sue Davis***

***1:00-4:00, Wednesday, April 17***

For those wanting to learn Microsoft Word 2013/2016 basics. How to format a document which includes Page Layout & Paragraph formatting along with understanding and using Toolbars and inserting Headers & Footers.

## **Microsoft Excel**

***Instructor: Sue Davis***

***1:00-4:00, Wednesday, March 14***

Come learn the basics about Excel. How to create lists and tables. See how easy it can be. Work with columns, format pages, work with toolbars, and insert Headers & Footers. Make life easy by learning these simple steps.

## **Google Drive**

***Instructor: Mary O'Neill***

***1:00-4:00, Tuesday, March 26***

We will explain the difference between Google Drive and Google Docs. Google apps will be reviewed. Also, you will have hands-on experience creating Google spreadsheets, documents, create forms, and more. Uploading and downloading files in Google will be covered. Learn how to share Google files with others. All of this for FREE with your free Google account.

## **Amazon Echo, Alexa and Smart Home Skills**

***Instructors: David Kirsch and Mary O'Neill***

***1:00-4:00, Tuesday, February 5***

***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.

## **Google Contacts, Email and Calendar**

***Instructor: Mary O'Neill***

***1:00-4:00, Tuesday, April 11***

We will explain the difference between Google Drive and Google Docs. Google apps will be reviewed. Also, you will have hands-on experience creating Google spreadsheets, documents, create forms, and more. Uploading and downloading files in Google will be covered. Learn how to share Google files with others. All of this for FREE with your free Google account.

## **Introduction to the Use of iPhone and iPad**

***Instructor: Renee Steinpreis***

***1:00-4:00, Tuesday, March 5***

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, April 23***

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, Tuesday, February 26***

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.

## **Safe Searching the Internet**

***Instructor: Becky Gifford***

***1:00-4:00, Tuesday, March 19***

We will explain the difference between Google Drive and Google Docs. Google apps will be reviewed. Also, you will have hands-on experience creating Google spreadsheets, documents, create forms, and more. Uploading and downloading files in Google will be covered. Learn how to share Google files with others. All of this for FREE with your free Google account.