

**Free Computer Classes at Active Adults 55 and Better
The REC, 1175 Municipal Way, Grapevine, TX 76051 817.410.3465****Winter Semester Jan 16 – Mar 2, 2017**Download schedule from playgrapevine.com and in left column click on "Active Adults 55 and Better"**All classes must have a minimum of 5 students****Keyboarding (Typing) Length: Three sessions****OPEN to ANYONE - May or may not have taken a computer course.****Your computer requirements: Windows XP or above, Internet access**

When: Thursday, 9am-12pm, (Jan 26, Feb 2, 9) Taught by Barbara Oldani

Computers are more fun when you know the keyboard. This class will introduce you to free programs that will help you improve your computer keyboarding (typing) skills. You will be shown how to use these programs. You will be given a CD or flash drive so you can practice at home on your computer, in our Study Hall or on any computer with Internet access. To use the keyboarding CD or flash drive at the Grapevine Library, contact the librarian.

Windows Fundamentals Length: Six sessions each

When: Mon & Wed, 9am-12pm (Jan 16, 18, 23, 25, 30, Feb 1) Taught by Carolyn Ernst, assisted by Ed King

OR Tue & Thurs, 12:30-3:30pm (Jan 17, 19, 24, 26, 31, Feb 2) Taught by Pam Price, assisted by Stevie Dwyer & JoAnn Heinen

As students, you will learn how to use the mouse and the keyboard. You will get lots of practice in a useful way with beginning word processing, creating files and folders, developing small & large motor skills (helpful with the mouse) and changing desktop options. The class uses Win 7 to teach the standard features that come with Win XP, Vista, Win 7 & Win 8 so that with what you learn in the class, you will be able to go home and practice on your computer. Students with Win 8 may install ClassicShell (www.classicshell.net) which changes the Win 8 Start Menu to be very similar to Win 7. **Note:** If you are lacking in keyboarding (typing) skills, we strongly encourage you to take the Keyboarding class. Our goals are to help you to be successful and have fun with your computer.

Study Hall

When: Fridays, 10am-12pm (Jan 20, 27, Feb 3)

Open to those who are taking or have taken Windows Fundamentals or Keyboarding.

Do you want to practice Windows Fundamentals topics? If so, this time is for you. A knowledgeable assistant will answer your questions of how to do Wallpaper, Screensaver, Windows Explorer, Paint, WordPad and Solitaire. There are exercises for you to practice on or just come and do what you want to do.

Genealogy: Beginning Length: Two sessions

When: Tue & Thurs, 12:30 - 3:30pm (Feb 14, 16) Taught by Pearl Dill, assisted by Ann Berryman.

Developing a firm foundation on which to build your Family Tree. Do you know who you are? Where did your ancestors come from? Find out the answers to these and many more questions in this class. Learn how to use Pedigree Charts, Family Group Sheets and sources to compile accurate information on paper. Then learn how to organize your family history/research information so that it is easily accessible. This class will prepare you for the **Genealogy: Intermediate** class.

How to use your iPhone Length: One session each**Pre-Req.: Must have an iPhone 5 or 6, know how to make and answer phone calls, and listen to voice messages. Bring your iPhone to class fully charged.**

When: Tuesday, 9am-12pm (Jan 31) Taught by Beverly Savage

OR Monday, 9am-12pm (Feb 6) Taught by Beverly Savage

This roundtable training is limited to 6 participants and requires no computer experience. In this class, learn how to adjust the sound and change a few other important settings, including a discussion about backing up your iPhone and the importance and value of having an iCloud account. We will provide tips about using the phone feature, adding to *Favorites* and recommendations about entering *Contacts*, how to text and some texting tips, and a variety of ways to use Siri.

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iPhone Apps, Maps, and Pictures Length: One session each

Pre-Req.: Must have an iPhone 5 or 6, know how to make and answer phone calls, and listen to voice messages. Bring your iPhone to class fully charged.

When: Wednesday, 12:30-3:30pm (Feb 1) Taught by Twyla O'Keefe

OR Tuesday, 12:30-3:30pm (Feb 7) Taught by Twyla O'Keefe

This roundtable training is limited to 6 participants and requires no computer experience. In this class, learn how to search for, install, organize, and remove apps from your phone. You'll learn how to use the Map including finding addresses, adding bookmarks, and using audible turn-by-turn directions. In learning about the camera feature, you will take pictures, remove red eyes, organize your photos into albums, and understand what the streaming function does.

How to use your Android Phone Length: Two sessions each

Pre-Req.: Must have an Android phone, Samsung preferably. Bring your Phone to class. Must have a Google/Gmail address and know your password.

When: Tue & Thurs, 9am-12pm (Feb 21, 23) Taught by Roger Jones

OR Tue & Thurs, 9am-12pm (Feb 28, Mar 2) Taught by Roger Jones

This training is limited to 6 participants. In this class, learn how to adjust the sound and change other settings. We will make sure your phone is set up to sync [backup], contacts, photos, and apps. We go over using the Google calendar, set up contacts, email, and photos. We will use Google Chrome on a computer to see what is on your phone.

Optional Classes Follow - Requires Successful Completion of Windows Fundamentals

Digital Camera: Getting Started Length: Four sessions

Pre-Req.: Have digital camera and can take pictures with it.

When: Mon & Wed, 12:30-3:30pm (Feb 6, 8, 13, 15) Taught by Roger Jones, assisted by Pearl Dill, Jim Lorkoski, Conrad Wolz (Mon, Feb 6 only).

Now I have a digital camera, what do I do? Learn how to get photos from the camera to the computer, do basic editing like cropping, removing redeye and getting the pictures to look better. Learn how to print on your home printer or at the store; how to resize photos and email. Picasa 3, free software will be used. Picasa 3 runs on Windows XP, Vista, W7 or W10. You will receive a CD with the installable Picasa software.

DVD Movie Maker: Length: One session

When: Tuesday, 9am-12pm (Feb 7) Taught by Ed King, assisted by Roger Jones.

Have you ever wanted to view your photos on a large screen TV or wanted to put photos together to show at a gathering? Learn how to make a photo show with your pictures using *Windows Movie Maker* that is included with all Windows 7 Systems and included in a download of Windows Essentials 2012 for Windows 8 and 10.

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Optional Classes Continued - Requires Successful Completion of Windows Fundamentals

Experience the Internet Length: Three sessions

When: Tues & Thurs, 6-8pm (Feb 21, 23, 28) Taught by Judy Sherman.

Are you getting the most the internet has to offer? This class offers tips and tricks for Searching, Printing Articles, Sharing Files and Photos and many other common practices. We'll explore Google, learn to manage Favorites and have fun learning about YouTube, Wikipedia and other interesting websites.

Genealogy: Brick Walls

Pre-Req: Genealogy: Beginning, Genealogy: Intermediate

When: Thursday, 12:30-3:30pm (Feb 9) Taught by Pearl Dill, Assisted by Ann Berryman

Now that you have completed Pedigree charts and Family Group sheets for your ancestors, and have explored all the free websites that are available for genealogy, you may have encountered some road blocks in your research. Come learn how to break through some of those barriers and solve your family mysteries.

Genealogy: Intermediate Length: Four sessions

Pre-Req.: Genealogy: Beginning

When: Tue & Thurs, 12:30-3:30pm (Feb 21, 23, 28, Mar 2) Taught by Pearl Dill, assisted by Ann Berryman.

You will be reaching for the next branch, limb or leaf to grow your Family Tree. Now that you have completed Pedigree Charts and Family Group Sheets for your family members, what is the next step? Using the information you compiled in **Genealogy: Beginning**, learn to use FREE internet sites and blogs/message boards to search out more complete information on your family history.

Gmail Length: Two sessions

Pre-Req.: Bring Gmail account and password to class.

To create Gmail account go to: accounts.google.com/signup

When: Tue & Wed, 9am-12pm (Feb 14, 15) Taught by Carolyn Ernst, assisted by Tommy Thomas

Even if you have been using email, there are undoubtedly many features that you don't use or have questions about. This class uses Gmail to teach you proper email netiquette; using email address book including making distribution lists; successfully sending and receiving attachments (including photos and size limitations); forwarding messages without including previous addressees; recognizing the dangers of viruses, spyware and phishing; controlling spam, and managing messages with folders and subfolders.

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Optional Classes Continued - Requires Successful Completion of Windows Fundamentals

Windows 10 Tips and Tricks: Length: Two sessions

Pre-req.: Using a computer with Windows 10 installed

When: Monday, 12:30-3:30pm (Feb 20, 27) Taught by Roger Jones, Dick Guckel, and Ken Anderson

Now I have a computer running Windows 10, what do I need to know? Learn where to find getting started video's, how to change the blocks on the windows desktop, how to attach apps to the task bar or desktop, how to use the start button, where to find apps and other items. Security, account types, and backup options will be discussed. If you have Windows 10 laptop you can bring it to class.

Word Length: Five sessions

When: Mon & Wed & Fri, 12:30-3:30pm (Jan 16, 18, 20, 23, 25) Taught by Pam Price, assisted by Jane Doclar.

This class uses Microsoft Word 2010 to help you increase your word processing skills in the following areas: formatting, editing, creating tables and labels, using mail merge, and working with graphics. **NOTE:** Students should have competent keyboarding skills to get the most out of this class. If you need to improve your own typing skills, we encourage you to take the Keyboarding class first.

Students experienced with a Mac, and have used the Internet may sign up for the following classes: All iPhone & Android classes, Digital Camera Getting Started, Genealogy: Beginning, Genealogy Intermediate, Gmail, Google Chrome, Google Drive and Apps: Introduction.