

## VOLUNTEERS GIVE AND RECEIVE

SeniorTechEd Technology Classes address the technology educational needs of adults in Raleigh and the surrounding areas. Our Learning Centers are operated by a dedicated group of volunteers as instructors, coaches, administrators and board members who receive a great deal of personal satisfaction by helping to bring improved skills in technology, computers and the Internet to their peers in the community. And it's fun, too!

We have offered over 3200 courses, and taught 4700+ students. We averaged 3800 class student hours per year, and averaged close to 4800 volunteer hours per year.

For more information on how to become a SeniorTechEd volunteer, call us at:

919-954-3688, or visit us at:

[www.raleighseniorteched.org](http://www.raleighseniorteched.org)



## HISTORY

We were chartered in July of 1996 as a not-for-profit corporation, named "Raleigh SeniorNet Learning Center", with support from Raleigh Community (now Duke Raleigh) Hospital, IBM, and Bell South Corporations.

In February 2012, we disassociated from the national organization, changed our name to Raleigh SeniorTechEd, and obtained our 501(c)3 status.

In 2018 we celebrated our 22<sup>nd</sup> Anniversary!

## LOCATIONS and INFORMATION

Raleigh SeniorTechEd offers classes in two locations – Knightdale Recreation Center and St. James United Methodist Church.

Course lists, class dates, and registration information is available at each location, or on our web site:

[www.raleighseniorteched.org](http://www.raleighseniorteched.org)

Or, call us at: 919-954-3688 (leave a message and your call will be returned).

## DIRECTIONS

**Knightdale Rec Center:** (connected to the Forestville Road Elementary School) 101 Lawson Ridge Rd, Knightdale, NC 27545. Phone: 919-217-2230. Parking available at main entrance.

**St. James UMC:** (near the intersection of New Hope Rd and Buffaloe Rd) 3808 St. James Church Rd, Raleigh, NC 27604. Phone: 919-876-5796. Park in the north parking lot (near the playground), and enter through the single set of double doors to the Lobby.

# SeniorTechEd

Providing Technology Education for Adults

## RALEIGH SENIORTECHED

LEARNING CENTERS LOCATED AT:

**KNIGHTDALE REC CENTER**

AND

**ST. JAMES UMC**

*TECHNOLOGY EDUCATION  
COMPUTERS AND INTERNET  
TABLETS AND SMARTPHONES*



## Windows Technology

### PC System:

**Getting Started with Your PC – Hands-On** - for new users or those with limited computer experience. Class exercises improve skills and teach participants to create and save short documents.

**Getting Started – Internet and Email** - Students are introduced to: basic Internet usage: using e-mail, sending and receiving messages, and uploading/downloading attachments and photos.

**Going Further with Your PC** - covers basics of Windows 10, how to use various features and functions; how to enter/edit text; how to save and retrieve data files.

**File Explorer** - offers ways to manage data storage and organize files and folders using Windows File Explorer.

**Working with Windows 10** - an in-depth introduction to Windows 10, including an overview of various new features.

**Windows 10 Tips & Techniques** – presents some helpful tips and techniques for using latest Windows operating system.

**Windows Backup** - Learn the importance of backing up your computer onto various storage devices.

### Apps:

**Fun with Photos: Google Photos** - This class encompasses basic photo editing and sharing photos using Google Photos.

**Google Can Do That? - Covers more comprehensive ways of searching and using Maps, and introduces apps such as Google+, Photos, YouTube, Google Play, Gmail, Calendar, Google Drive and Docs.**

**Genealogy Fun with Ancestry.com** - how to build and add members to your family tree on Ancestry using its tree storage and research capabilities.

**Skype: An Introduction** - Learn to use Skype to communicate online with family and friends.

**Using Your Android Smartphone** - Learn the basics of how to use your Android-based Smartphone. Understand settings for safe and efficient use.

### MS Office:

**Excel: Level 1** - This class starts with basic definitions of spreadsheets; continues with calculation examples, and discusses formatting and using colors.

**Excel: Level 2** - This class builds on the lessons in the Excel Level 1 class, adding more functions, sorting data, drawing a graph, adding headers and footers.

**Word Level 1** - This class gives an overview of text management using MS Word functions to create a document.

**Word Level 2** - This class builds on the lessons in the MS Word 1 - adding data tables, using labels, Table of Contents and Tables of Figures and Citations

**PowerPoint:** - Learn basic presentation definitions and how to create effective presentations.

### Using the Internet:

**Cloud Computing - Introduction** - basics of using the 'Cloud' for data storage, backup, and applications.

**Cloud Computing – Using MS OneDrive** - an introduction to and overview of its features, and the onedrive.com web site.

**Internet Browsing Introduction** - This course teaches proper and safe ways to browse using Microsoft Edge.

**Internet Browsing: Using Chrome** - This class will teach students to install and use the Google Chrome browser.

## Apple Technology

**iOS #1** - Introduction to the “Basics”

**iOS #2** - Getting to Know Your iPhone

**iOS #3** - Going Further with Built-in Apps

**iOS #4** - Enhance with New Content

**iOS #5** - iPad: Introduction to iCloud

**iOS #6** - Getting to Know Siri

**iOS #7** - Taking, Editing, Sharing Photos

## Open Help Workshops

Technology assistance workshop - one-on-one help with computer questions, laptops, tablets, smart phones.

### **REGISTRATION PROCEDURE**

Knightdale - The online registration site is: [www.knightdalerecpay.com](http://www.knightdalerecpay.com). Click the **REGISTER NOW** button to select the program or class.

Call 919-217-2232 to obtain an account. You can also register at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, NC 2754.

St. James UMC – Registration forms are available at the church, or by calling SeniorTechEd at 919-954-3688, or on the web site:

[www.raleighseniorteched.org](http://www.raleighseniorteched.org).

Return forms along with a check to:

Raleigh SeniorTechEd  
6300 Creedmoor Rd. #170-224  
Raleigh, NC 27601