

# SeniorTechEd

Providing Technology Education for Adults

Class and Seminar Offerings  
January through March 2019

Course Information: Raleigh Senior Tech Ed  
<https://www.RaleighSeniorTechEd.org>

919-954-3688

Ages: Adult

Registration forms available:

- 1) Attached to back of this Schedule
- 2) Call SeniorTechEd at **919-954-3688** (leave message with name, address & phone #)
- 3) Online at: <https://www.raleighseniorteched.org/registration/>

Completed forms can be mailed with check for class fee to:

RaleighSeniorTechEd – 6300 Creedmoor Rd. # 170-224 – Raleigh, NC 27612

## Open Help Workshop

**Locations:** 1<sup>st</sup> & 3<sup>rd</sup> Monday afternoons. Knightdale Recreation Center  
2<sup>nd</sup> & 4<sup>th</sup> Monday afternoons. St. James United Methodist Church

**This workshop is for anyone.** Have questions about using your computer? Just drop in to get one-on-one assistance with laptops, tablets, smart phones. Volunteers are available to help with a variety of questions such as: how to use Windows 10, photos management, computer apps, help with some hand-held devices, assistance with problems such as malware, virus protection, or for class students to practice or get help on assignments, etc. No advance registration required for Open Help Workshops.

Help Fee: \$5.00 --- **Money Back Guarantee** - If we can't help you or answer your question, we will refund.

St James UMC	Jan 14 – Mar 25	2 <sup>nd</sup> & 4 <sup>th</sup> Mondays	1:30 pm – 3:30 pm
Knightdale Recreation Center	Jan 7 – Mar 18 <b>No Workshops on Jan 21 or Feb 18</b>	1 <sup>st</sup> & 3 <sup>rd</sup> Mondays	1:30 pm – 3:30 pm

## Classes and Seminars **Registration Required**

Courses are based on Microsoft Windows 10 operating system, except the Apple iOS classes. Students may need an email account ID & password and a flash drive for some classes. Students may bring personal laptop or use classroom PC.

### Windows Technology

#### PC System:

**Getting Started with Your PC – Hands-On**

(Basic Level)

Fee: \$20.00

4 sessions Pre-Req: Little or no computer skills.

This course is for new users with limited or no computer experience who are starting to get familiar with a computer, mouse and keyboard. Class exercises improve skills and teach participants to create and save short documents.

St James UMC	Jan 16 – Feb 6	Wednesday	1:30 pm – 3:30 pm
Knightdale Recreation Center	Jan 11 – Feb 1	Friday	1:30 pm – 3:30 pm

**Class and Seminar Offerings  
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**Getting Started – Internet and Email (Basic Level) Fee: \$15.00**

3 sessions Pre-Req: *Getting Started - Hands-On*.

This course is for users with limited computer experience. Students are introduced to: basic Internet usage; e-mail: sending and receiving messages, and uploading/downloading attachments and photos.

<b>St James UMC</b>	Mar 19 – Apr 2	Tuesday	1:30 pm – 3:30 pm
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**Going Further with Your PC (Intermediate Level) Fee: \$20.00**

4 sessions. Pre-Req: *Getting Started* courses or equivalent skill.

This course is for students who have basic experience using the mouse and keyboard. Students will learn the basics of Windows 10: how to use the different features and functions, how to enter/edit text, and to save and retrieve data files.

<b>Knightdale Recreation Center</b>	Mar 1 – Mar 22	Friday	1:30 pm – 3:30 pm
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**File Explorer – Where’s My Stuff? (Intermediate Level) Fee: \$15.00**

3 sessions. Pre-Req: *Going Further with Your PC* or equivalent.

This course offers ways to manage data storage in files and folders. Covers folder creation, structure, and organization using Windows File Explorer.

<b>Knightdale Recreation Center</b>	Feb 8 – Feb 22	Friday	1:30 pm – 3:30 pm
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**Working with Windows 10 (Advanced Level) Fee: \$20.00**

4 sessions. Pre-Req: *Going Further with Your PC* or equivalent.

The course offers an introduction to Windows 10. It provides an overview of new features, such as the Start menu, taskbar, customization and the revised File Explorer.

<b>Knightdale Recreation Center</b>	Mar 29 – Apr 28 No Class: Apr 19	Friday	1:30 pm – 3:30 pm
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**Windows 10 Tips & Techniques (Advanced Level) Fee: \$10.00**

Seminar. Pre-Req: Experienced PC User.

This seminar will present helpful tips and techniques for using Windows latest operating system. These techniques will guide the user to utilize Windows 10 more efficiently.

<b>St James UMC</b>	Feb 5	Tuesday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Jan 16	Wednesday	1:30 pm – 3:30 pm
	Mar 21	Thursday	1:30 pm – 3:30 pm

**Windows Backup (Advanced Level) Fee: \$10.00**

Seminar. Pre-Req: *Going Further with Your PC* or equivalent.

Learn the importance of backing up your computer onto various storage devices. Students will learn how to automate regularly scheduled computer backups. Several methods of backing up data will be discussed.

<b>St James UMC</b>	Jan 22	Tuesday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Feb 21	Thursday	1:30 pm – 3:30 pm

**Apps:**

**Fun with Photos - Google Photos (Intermediate Level) Fee: \$15.00**

2 Sessions. Pre-Req: Experienced PC user.

This class encompasses basic photo editing and sharing photos using the Google Photos app that can be used on most devices.

<b>St James UMC</b>	Mar 21 – Mar 28	Thursday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Feb 13 – Feb 20	Wednesday	1:30 pm – 3:30 pm

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**Google Can Do That? (Intermediate Level) Fee: \$15.00**

2 sessions (2.5 hr/ea). Pre-Req: *Going Further with Your PC* or equivalent.

Google is known primarily as a Search Engine, but it is way more than that. This class will cover more comprehensive ways of searching and using Maps, and introduce apps such as Google+, Photos, YouTube, Google Play, Gmail and Calendar, and Google Drive and Docs.

<b>St James UMC</b>	Feb 13 – Feb 20	Wednesday	1:30 pm – 4:00 pm
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**Ancestry.com #1: Genealogy Overview (Intermediate Level) Fee: \$10.00**

Seminar (2 hr.). Pre-Req: Computer user, some experience with browsing internet.

This seminar will provide an overview of the genealogy hobby including DNA testing and building a family tree. The instructor will demonstrate using **Ancestry.com**. Q/A included in class.

<b>Knightdale Recreation Center</b>	Jan 9	Wednesday	1:30 pm – 3:30 pm
	Feb 6	Wednesday	1:30 pm – 3:30 pm

**Ancestry.com #2: Getting Started with Ancestry.com (Intermediate Level) Fee: \$10.00**

Seminar (2 hr.). Pre-Req: Knowledgeable computer users experienced with Web browsing, and are beginning or casual Ancestry.com users.

This seminar will explain how to create an account with **Ancestry.com** and how to get started building your family tree. It will include overviews of working with Hints ('shaking leaves') and using the Search feature. The instructor will demonstrate. Q/A included in class.

<b>Knightdale Recreation Center</b>	Jan 23	Wednesday	1:30 pm – 3:30 pm
	Mar 6	Wednesday	1:30 pm – 3:30 pm

**Ancestry.com #3: More Topics in Ancestry.com (Intermediate Level) Fee: \$10.00**

Seminar (2 hr.). Pre-Req: Knowledgeable computer users experienced with Web browsing, and are beginning or casual Ancestry.com users.

This seminar will demonstrate more **Ancestry.com** topics building on the family tree created in the Getting Started with Ancestry.com seminar. It will include demonstrations of working with other genealogy sites including Find a Grave. Other miscellaneous topics will be covered such as sharing your tree, working with Settings and the Ancestry.com Home screen. The instructor will demonstrate. Q/A included in class.

<b>Knightdale Recreation Center</b>	Jan 30	Wednesday	1:30 pm – 3:30 pm
	Mar 20	Wednesday	1:30 pm – 3:30 pm

**Skype, An Introduction (Intermediate Level) Fee: \$10.00**

Seminar. (2.5 hr.) Pre-Req: *Going Further with Your PC* or equivalent.

Learn the basics of how to use Skype to communicate with family and friends. Skype is a free program that allows you to communicate by voice and video with other users around the world. Anyone with internet access can create a Skype account.

<b>Knightdale Recreation Center</b>	Mar 27	Wednesday	1:30 pm – 4:00 pm
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**MS Office:**

**MS Office: Excel Level 1 (Basic Level) Fee: \$10.00**

1 session. Pre-Req: Experienced PC user.

This class starts with basic definitions of spreadsheets; continues with calculation examples, and discusses formatting and using colors in cells.

<b>St James UMC</b>	Jan 15	Tuesday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Jan 17	Thursday	1:30 pm – 3:30 pm

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**MS Office: Excel Level 2 (Intermediate Level) Fee: \$10.00**

1 session. Pre-Req: *Excel Level 1* or experienced PC users familiar with MS Excel.

This class builds on the lessons in the Excel Level 1 class, adding more functions, how to find them, sorting data, drawing a graph, header/footer creation and page-break previews.

<b>St James UMC</b>	Feb 12	Tuesday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Feb 14	Thursday	1:30 pm – 3:30 pm

**MS Office: Word Level 1 -- Introduction (Basic Level) Fee: \$10.00**

1 session. Pre-Req: Experienced PC user.

This seminar gives an overview of text management using MS Word functions to create a document, including keying, font selection, numbered lists, spellcheck, page layout, using the Thesaurus and format styles.

<b>St James UMC</b>	Jan 29	Tuesday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Jan 31	Thursday	1:30 pm – 3:30 pm

**MS Office: Word Level 2 (Intermediate Level) Fee: \$10.00**

1 session. Pre-Req: *Word Level 1* or experienced PC users familiar with MS Word.

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

<b>St James UMC</b>	Feb 26	Tuesday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Feb 28	Thursday	1:30 pm – 3:30 pm

**MS Office: PowerPoint: An Introduction (Basic Level) Fee: \$10.00**

1 session. Pre-Req: Experienced PC user.

Learn basic presentation definitions and how to create various page and slide types, and how to use transitions and other tips to produce effective presentations.

<b>St James UMC</b>	Mar 12	Tuesday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Mar 14	Thursday	1:30 pm – 3:30 pm

**Using the Internet:**

**Cloud Computing - Introduction (Advanced Level) Fee: \$10.00**

Seminar. Pre-Req: Experienced PC/Windows user.

Introduction to Cloud Computing is an overview of the basics of using the “Cloud” for data storage, document backup and utilizing cloud-based applications. This is a general overview and will prepare students to utilize cloud vendor services like Microsoft’s OneDrive, Google Drive, Dropbox, etc.

<b>St James UMC</b>	Jan 31	Thursday	1:30 pm – 3:30 pm
	Feb 19	Tuesday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Mar 28	Thursday	1:30 pm – 3:30 pm

**Internet Browsing – Using Chrome (Intermediate Level) Fee: \$15.00**

2 sessions. Pre-Req: *Getting Started – Internet & Email* or equivalent.

This class will teach students to install and use the popular and free internet browser Google Chrome. Students may bring their personal devices to class or use one of the classroom laptops.

<b>St James UMC</b>	Feb 14 – Feb 21	Thursday	1:30 pm – 3:30 pm
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**Android Technology**

**Using Your Android Smartphone**

Fee: \$10.00

Seminar. Learn the basics of how to use your Android-based Smartphone. Understand settings for safe and efficient use. Learn practical use of your phone's applications (Apps).

<b>St James UMC</b>	Jan 17	Thursday	1:30 pm – 3:30 pm
	Feb 28	Thursday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Mar 13	Wednesday	1:30 pm – 3:30 pm

**Android Smartphone Settings Workshop**

**(Intermediate Level)**

Fee: \$15.00

2 sessions Pre-Req. Using Your Android Smartphone or equivalent

Learn how to customize and personalize your Smartphone to meet your needs. Learn how to manage notifications and interruptions. Set up your Security management to protect your privacy. Learn how to extend the life of your Smartphone battery and much more.

<b>St James UMC</b>	Feb 4	Monday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Feb 25	Monday	1:30 pm – 3:30 pm

**Android Smartphone Applications Workshop**

**(Intermediate Level)**

Fee: \$15.00

2 sessions Pre-Req. Using Your Android Smartphone or equivalent

Learn how to use the Play Store, finding new applications, downloading them to your Smartphone. Learn all the tricks to take good pictures. Learn the Map application and how to use your GPS – never get lost again. Many, many applications available for your smartphone. We will cover as many as we can.

<b>St James UMC</b>	Feb 7	Thursday	1:30 pm – 3:30 pm
<b>Knightdale Recreation Center</b>	Feb 27	Wednesday	1:30 pm – 3:30 pm

**Apple Technology**

**iOS #1: iPad/iPhone: Introduction to the “Basics”**

Fee: \$10.00

Seminar. Are you thinking of getting an Apple iOS-device? This course will teach you how to set up your iPhone or iPad, provide a brief overview of the many available applications, or apps. Bring your own iOS-devices and your Apple ID & Password.

<b>St James UMC</b>	Feb 27	Wednesday	1:30 pm – 4:00 pm
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**iOS #2: iPhone: Getting to Know Your iPhone**

Fee: \$10.00

Seminar. This course illustrates the capabilities and underlying concepts of the Apple iPhone. You will learn basic set up, making simple phone calls, and advanced features such as “Do Not Disturb”. A brief overview of the many applications (apps) available, such as Safari, Mail, Calendar and Contacts. Bring your iPhone, Apple ID & password.

<b>St James UMC</b>	Mar 6	Wednesday	1:30 pm – 4:00 pm
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**iOS # 3: iPad/iPhone: Going Further with Built-in Apps**

Fee: \$10.00

Seminar. Pre-Req: *iOS #1 “Basics”* or *iOS #2 Getting to Know* class, or Intermediate User.

This course will cover email, contacts, calendars, Notes, Maps, Facetime, the App Store, eBook readers and how to borrow electronic books from the library. Bring you iPad, iPhone, or iTouch device, your Apple ID & password.

<b>St James UMC</b>	Mar 13	Wednesday	1:30 pm – 4:00 pm
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**iOS #4: iPhone/iPad: Enhance with New Content**

Fee: \$10.00

Seminar. Pre-Req: Either *iOS #1 "Basics"* or *iOS #3 Going Further* or Intermediate iOS user.

Learn how to search and download the great variety of content from the App Store, the iTunes Store, and the iBooks store, and how to check out eBooks from the Wake County Public Library. Bring your personal Apple device to class, and your Apple ID and password.

<b>St James UMC</b>	Mar 20	Wednesday	1:30 pm – 4:00 pm
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**iOS #5: iPad: Introduction to iCloud**

Fee: \$10.00

Seminar. Pre-Req: *iOS #1 "Basics"* or *iOS #2 Getting to Know*.

The iCloud service allows users to securely store personal computer files on Apple's iCloud servers and access them from multiple devices. It also lets you sync multiple devices, including your iPad, iPhone, iPod and PCs running Mac OS or Windows. Consider it a highly capable personal Internet hard drive! This class will show you how to set up an account and make the best use of the service. Bring your own iPad, iPhone or iPad Touch, your Apple ID & password.

<b>St James UMC</b>	Mar 27	Wednesday	1:30 pm – 4:00 pm
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**iOS #6: iPhone/iPad: Getting to Know Siri**

Fee: \$10.00

Seminar. Pre-Req: Intermediate device user.

Siri is an Apple iPhone and iPad personal assistant app, using natural language to answer questions, make recommendations, and send requests to services like Google Maps and more.

<b>St James UMC</b>	Apr 3	Wednesday	1:30 pm – 4:00 pm
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**iOS #7: Taking, Editing & Sharing your iPhone/iPad Photos**

Fee: \$10.00

Seminar. Pre-Req: *iOS #1 "Basics"* or *iOS #2 Getting to Know*.

Over 80% of all photos are taken on mobile devices. Most of those photos are still on the device that took them. This workshop will discuss the best way to take, edit and share those digital photos on your iPhone/iPad. Bring your iPad/iPhone and learn how to take, edit and share great photos.

<b>St James UMC</b>	Apr 10	Wednesday	1:30 pm – 4:00 pm
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# SeniorTechEd

Providing Technology Education for Adults

## RALEIGH SENIORTECHED CLASS REGISTRATION INSTRUCTIONS

### To Register for Raleigh SeniorTechEd Classes

#### Please complete this form

Select the class(es) you would like to attend from the course schedule, available at various sites and online at <https://www.raleighseniorteched.org/>. Enter the class title, location, date and fee. Once all the information is entered, add the class fee amounts and enter the total in the **Total Fees** line. When completed, submit payment of the **Total Fees** amount by check, payable to **Raleigh SeniorTechEd**. Attach the check to this completed form and mail to the following address:

Raleigh SeniorTechEd  
6300 Creedmoor Rd, #170-224  
Raleigh, NC 27612

A few days later, you should receive a registration confirmation from Raleigh SeniorTechEd either by email or phone call. If there are questions or problems associated with your registration please call us at **919-954-3688** and one of our volunteers will return your call.

### STUDENT INFORMATION

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

### CLASS INFORMATION

CLASS TITLE	LOCATION	DATE	FEE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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Payment of fees is required at the time of registration, payable by check.

**Total Fees** \_\_\_\_\_

**THANK YOU for participating in Raleigh SeniorTechEd technology education events!**