

- INTERNET RELATED -

BUYING AND SELLING ON eBay (2 Wks.) FEE: \$15

Learn how to register and navigate on the eBay website. You will learn how to buy and sell items on eBay, as well as how to verify a seller's credibility. **A valid email address that you can access remotely in the workshop is required.**

Thursday, 10/27 -- 11/03, 10am - 12 Noon 10405-11

WHAT IS THE CLOUD? (1 DAY) FEE: \$15

Students will discuss what the cloud is and how to use Microsoft One Drive and/or Google Drive to prepare and store files and documents. (This class discusses the Windows application not Mac/Apple.) Students should bring their Microsoft user ID and password to class.

Tuesday, 09/13, 1:30 - 3:30pm 10405-05

COMPUTER & INTERNET SECURITY - (1 DAY) FEE: \$15

Staying safe online is essential in today's world. Learn all about online safety and get Internet safety tips. Learn about Creating Strong Passwords, Your Browser's Security Features, Avoiding Spam and Phishing, How to Avoid Malware, Safe Online Shopping,

Thursday, 10/06, 10am - 12 Noon 10405-12

- CLOUD BASED SOFTWARE -

INTRO TO MICROSOFT 365 (3 DAYS) FEE: \$45

Did you know that you can get a free Microsoft email and that it will give you access to the online - FREE - version of Microsoft 365? It may not be complete, but we will look at the possibilities of several of the programs that you can access this way. If you don't have a Microsoft account, you can set one up at the first class.

Fridays, 10/21-11/04, 1 - 3pm 10404-05

INTRO TO GOOGLE WORKSPACE (3 DAYS) FEE: \$45

Do you have a Gmail address? Are you aware that you now have access to many of the features of Google Workspace? Not just email, but Docs, Sheets, Calendar, etc.? We will work through some of the features you can access with this free system. If you don't have a Gmail yet, you can set one up the first class.

Fridays, 09/23-10/07, 1 - 3pm 10404-04

- PICTURES / MOVIES -

HOW TO IMPROVE/EDIT YOUR PICTURES (1 DAY) FEE: \$15

Learn how to use this free editing tool for image enhancement. You will be able to crop, improve lighting and colors, remove objects, make a slideshow and more. A great tool and it is free.

Thursday, 10/13, 1:30 - 3:30pm 10405-08

HOW TO DOWNLOAD PICTURES FROM SMART PHONES AND CAMERAS (1 DAY) FEE: \$15

Learn how to get your pictures from your camera and smartphone to your computer using either the device cable, a card reader or the SD reader slot in your computer. **Bring your camera or smart phone and cables to class for hands-on experience.**

Wednesday, 10/26, 10am - 12 Noon 10405-15

- APPLE / iOS -

REVIEW OF iPad/iPHONE BASICS (1 DAY) FEE: \$15

Bring your iPad or iPhone to review navigating between apps and screens, moving icons where you want them, notifications, and other options in the Settings app.

Monday, 10/03, 1:30 - 3:30pm 10405-19

- QUESTIONS & ANSWERS OPEN SESSION -

QUESTION & ANSWER OPEN SESSION (1 DAY) FEE: \$0

Do you have a general question dealing with Microsoft PCs, Windows, Microsoft Software? Are you curious about whether you could answer someone else's questions as you have learned more? Join some of our instructors in this session - bring your questions and they, or the other participants in the session, will try to answer them!

Tuesday, 10/25, 10am - 12 Noon 10405-01

ROSWELL ADULT LEARNING CENTER

ADULT COMPUTER CLASSES

FALL 2022

(SEPT - NOV)

All classes held at:

Roswell Adult Recreation Center

830 Grimes Bridge Road

Roswell, Georgia 30075

Front Desk: (770) 641-3950

Registration is available in person at the Roswell Adult Recreation Center

Or online at

<https://www.roswellgov.com/register>
(Choose "Active Adults" & "Technology")

(Free account is required)

For full course descriptions, visit our website @ www.roswellalc.org



Important Note:

Software used in the classroom may be different from what you have at home, but you should be able to apply what you learn to your home environment

- COMPUTERS -

COMPUTER BASICS 101 (6 DAYS) FEE: \$45

Does sitting at a computer scare you? Has it been so long you just don't feel like trying to start up the computer? This class is for you. We will start with how to turn on the computer, the use of the mouse, how to get around the computer, how to create, store and print documents, how to get into and use the Internet, and create and use your personal email account.

Fridays, 09/16-10/21, 10am - 12 Noon 10404-02

CLEAN MY COMPUTER? (1 DAY) FEE: \$15

Is your computer slow and getting slower? Do you know how to clean your computer? The class will discuss how to identify and use computer software to free up disk space on a computer's hard drive. The software will search and analyzes the hard drive for files that are no longer of any use, and then removes the unnecessary files. Malicious software, including rogue security software, adware, malware and spyware will be removed. Some of the software are available in both a free and a paid version.

Tuesday, 10/04, 10am - 12 Noon 10405-17

UNDERSTANDING FOLDERS & FILES (1 DAY) FEE: \$15

Learn how to organize the contents of your computer by creating folders and sub-folders. How to rename a folder and the different ways to display your list of folders and files?

Tuesday, 10/11, 1:30 - 3:30pm 10405-18

COMPUTER JARGON (1 DAY) FEE: \$15

What is all this computer stuff? In this class, you will receive a general introduction to the basic definitions/concepts of what is computer hardware, software, and peripheral devices.

Wednesday, 09/21, 1:30 - 3:30pm 10405-06

- WINDOWS -

INTRO TO WINDOWS 10 (6 DAYS) FEE: \$45

You will learn to use Windows 10, Microsoft® Edge, and Cortana, which can help you search for files and information on the web. Also covered is Finding and downloading Apps and Windows 10 email Apps. Students will learn how to work with files and folders and to save files on One Drive, a cloud storage App. Students will be shown how to back up files and fix simple problems.

Wednesdays, 09/14-10/19, 10am - 12 Noon 10404-06

WINDOWS 10 LATEST UPDATES (1 DAY) FEE: \$15

This workshop will cover several useful tips and tricks in using Windows 10. Topics of discussions will be the latest windows features, the Start screens, screen resolution, the search function, deleting unnecessary files, editing photos, downloading YouTube videos, mail, unneeded files, and many other useful tips.

Wednesday, 09/07, 1:30 - 3:30pm 10405-07

HOW TO PERSONALIZE WINDOWS 10 (1 DAY) FEE: \$15

Learn how to personalize your PC settings that let you change your desktop background with pictures, slideshows, windows colors, lock screen background, Start menu, taskbar, themes options and more in Windows 10.

Wednesday, 09/28, 1:30 - 3:30pm 10405-16

- WORD -

MICROSOFT WORD PROCESSING (1 DAY) FEE: \$15

The class will provide a basic overview of what is Word 2016 and covers how to create a document, about Bold, underline, italicize words, open multiple documents, the Quick Access bar, Tabs, Spacing, inserting pictures, Margins, making columns, spell check and using Templates.

Thursday, 09/15, 1:30 - 3:30pm 10405-09

USING TABLES IN WORD (1 DAY) FEE: \$15

Learn how to create Tables in a Microsoft Word document. Learn how to sort table columns, how to adjust columns, change format and style and align the data.

Wednesday, 11/02, 10am - 12 Noon 10405-10

WORKING WITH PICTURES IN WORD (1 DAY) FEE: \$15

Do you want to use pictures in your Word document? This class will cover how to Insert, format, and edit pictures and Clip Art in a Word document. The class will cover cropping, compress, and reduce picture size, create a collage, group/ungroup pictures, align and rotate pictures

Wednesday, 10/05, 1:30 - 3:30pm 10405-13

HEADERS & FOOTERS IN WORD (1 DAY) FEE: \$15

Learn how to use Headers and footers in your Word. Learn how to insert a preset header or footer, edit headers and footers, Hide the first-page header and footer, insert page numbers and date and time.

Thursday, 09/29, 1:30 - 3:30pm 10405-20

MARGINS, TABS & SPACING S IN WORD (1 DAY) FEE: \$15

Learn how to change your margins and set up tabs in a MS Word document. Also covered is how to control spacing between paragraphs and putting a page border in your document.

Thursday, 09/22, 1:30 - 3:30pm 10405-14

USING TEMPLATES IN WORD (1 DAY) FEE: \$15

Learn to save yourself a lot of time by using templates. A template is a predesigned document you can use to create a new document quickly. Templates often include custom formatting, graphics, objects, sample text and designs, so they can save you a lot of time and effort when starting a new project.

Thursday, 10/20, 1:30 - 3:30pm 10405-21

- EXCEL -

BASIC OVERVIEW OF EXCEL (1 DAY) FEE: \$15

This class will provide a basic overview of what Excel is and will cover how to enter and format data and create spreadsheets/worksheets.

Tuesday, 09/20, 10am - 12 Noon 10405-02

INTRODUCTION TO EXCEL FORMULAS (1 DAY) FEE: \$15

Have you taken the introduction or basic excel class? Are you curious about how to get more formulas in your spreadsheet? Find a way to let Excel do more of the math so you don't have to? Come join us and learn a few strategies to find your way through the many types of formulas that Excel has to offer. **This class is not for anyone not already familiar with using Excel!**

Tuesday, 09/27, 10am - 12 Noon 10405-03

INTRODUCTION TO EXCEL TABLES (DAY 1) FEE: \$15

Do you keep up with lists? Address lists? Inventory lists for CDs, DVDs, books, or anything else? Did you know that Excel has some tools that will help you not only keep up with them but also make them easier to find? And if your data has categories, an introduction to Pivot Tables might just set you on your way! **This class is not for anyone not already familiar with using Excel!**

Tuesday, 10/18, 10am - 12 Noon 10405-04