

## - INTERNET RELATED -

### BUYING AND SELLING ON EBAY (2 DAYS) 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.**  
**Tuesday, 05/02 - 5/09, 10am - 12 Noon 30405-11**

### 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.

**Thursday, 05/04, 10am - 12 Noon 30405-05**

### ONLINE SAFETY BASICS & DATA PRIVACY (1 DAY)

**FEE: \$15**

The class will discuss you can control your online data with a few simple steps. Data privacy and data security go hand-in-hand. Along with managing your data privacy settings, follow some simple cybersecurity tips to keep it safe.

**Thursday, 05/18, 10am - 12 Noon 30405-22**

### PODCASTS? WHAT ARE THEY? (1 DAY) FEE: \$15

Podcasts? Have you heard of them, but wondering "What are they? ... How do you access them? What do you need to listen to them?" Find out all you need to know and become an expert!

**Thursday, 05/18, 1:30 - 3:30pm 30405-20**

## - CLOUD BASED SOFTWARE -

### INTRO TO MICROSOFT 365 ON THE WEB (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 on the Web? There may be some limitations, but the programs are there – Word, Excel, Power Point, and Outlook. And OneDrive and OneNote round out this set of tools that are accessible through your computer, your tablet, even your phone! *If you don't have a Microsoft account, you can set one up at the first class.*

**Fridays, 04/14-04/28, 1 - 3pm 30404-05**

### INTRO TO THE FREE TOOLS OF GOOGLE WORKSPACE (3 DAYS)

**FEE: \$45**

Do you have a Gmail address? Are you aware that you also have free access to Google Workspace – with Docs, Sheets, Calendar, Drive, Slides, Forms, Meet, and other tools - all FREE? And not just on your computer! Your tablet and even phone can access them as well. *If you don't have a Gmail yet, you can set one up at the first class.*

**Fridays, 05/12 - 05/26, 1 - 3pm 30404-04**

## - APPLE / iOS -

### REVIEW OF IPAD/IPHONE BASICS (2 DAYS)

**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.

**Thursday, 04/13- 4/20, 1:30 - 3:30pm 30405-19**

# ROSWELL ADULT LEARNING CENTER

## **ADULT COMPUTER CLASSES SPRING 2023**

(APRIL - MAY)

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 front desk at the

Roswell Adult Recreation Center

Or online at

<https://www.roswellgov.com/register>

(Choose "Active Adults" & "Technology")  
(Free account is required to register online)

For full course descriptions, visit our website @ [www.roswellalc.org](http://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, 04/14-05/19, 10am - 12 Noon 30404-02**

### 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.

**Wednesday, 04/19, 1:30 - 3:30pm 30405-17**

### 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, 05/16, 10am - 12 Noon 30405-18**

### 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.

**Thursday, 04/13, 10am - 12 Noon 30405-06**

## - 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.

**Wednesday, 04/12-05/17, 10am-12 Noon**

**30404-06**

### 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.

**Thursday, 05/11, 1:30 - 3:30pm 30405-07**

### 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.

**Thursday, 04/27, 1:30 - 3:30pm 30405-16**

### WINDOWS 11 - TIPS & TRICKS (1 DAY) FEE: \$15

This class will discuss the Windows 11 operating system and provide some tips on how the system works differently from Windows 10.

**Wednesday, 05/24, 10am - 12 Noon 30405-21**

## - WORD -

### INTRODUCTION TO MICROSOFT WORD (1 DAY)

**FEE: \$15**

The class will provide a basic overview of what Microsoft Word 2016 is and covers how to create a document, about **Bold**, underline, *italicize* words, open multiple documents, using the Quick Access bar, setting tabs, spacing, inserting pictures, changing margins, making columns, spell check and using templates.

**Thursday, 04/06, 10am - 12 Noon 30405-09**

## - 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, 04/11, 10am - 12 Noon 30405-02**

### 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, 04/25, 10am - 12 Noon 30405-03**

### INTRODUCTION TO EXCEL TABLES (1 DAY)

**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, 05/09, 1:30 - 3:30pm 30405-04**