

**Free Computer Classes at Active Adults 55 and Better**  
**The REC, 1175 Municipal Way, Grapevine, TX 76051 817.410.3465**  
**Fall Semester Oct 3 – Nov 17, 2016**

Download schedule from [playgrapevine.com](http://playgrapevine.com) and in left column click on "Active Adults 55 and Better"

**All classes must have a minimum of 5 students**

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**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, (Oct 13, 20, 27) 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.

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**Windows Fundamentals      Length: Six sessions each**

When:            Tue &amp; Thurs, 12:30-3:30pm (Oct 4, 6, 11, 13, 18, 20) Taught by Pam Price, assisted by Stevie Dwyer &amp; JoAnn Heinen

**OR**              Tue & Thurs, 12:30-3:30pm (Nov 1, 3, 8, 10, 15, 17) Taught by Carolyn Ernst, assisted by Ed King, Beverly Savage

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](http://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.

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**Study Hall**

When:            Fridays, 10am-12pm (Oct 7, 14, 21, Nov 4, 11)

**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.

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**Genealogy: Beginning      Length: Two sessions**

When:            Mon &amp; Wed, 12:30 - 3:30pm (Oct 17, 19) 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.

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**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 (Oct 4) Taught by Beverly Savage

**OR**              Tuesday, 9am-12pm (Oct 11) 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: Thursday, 9am-12pm (Oct 6) Taught by Twyla O'Keefe

**OR** Wednesday, 9am-12pm (Oct 12) 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.

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**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 & Wed, 9am-12pm (Oct 18, 19) 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: Tue & Thurs, 9am-12pm (Nov 1, 3, 8, 10) Taught by Roger Jones, assisted by Jim Lorkowski, Ed King

Now I have a digital camera, what do I do? Learn how to get photos from the camera or your phone to the computer, do basic editing like cropping, removing red eye 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 from Google, will be used. Picasa 3 requires Windows XP, Vista or Windows 7.

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**DVD Movie Maker: Length: One session**

When: Monday, 9am-12pm (Nov 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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**Let's Shop! Length: One session (2 hours)**

When: Tuesday, 9am-11am (Oct 25) Taught by Gay Grissom

**OR** Friday, 12:30-2:30pm (Nov 4) Taught by Gay Grissom

Holidays are approaching! Let's Shop! We will look at the best apps/websites for shopping, do's and don'ts of online shopping, and online garage sales. Bring your smartphone to class with you.

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**Optional Classes Continued - Requires Successful Completion of Windows Fundamentals**

**Genealogy: Intermediate Length: Four sessions**

**Pre-Req.: Genealogy: Beginning**

When: Mon & Wed, 12:30-3:30pm (Oct 24, 26, 31, Nov 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.

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**Gmail Length: Two sessions**

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

**To create Gmail account go to: [accounts.google.com/signup](http://accounts.google.com/signup)**

When: Tue & Thurs, 12:30-3:30pm (Oct 25, 27) 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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**Google Chrome Length: One session**

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

When: Wednesday, 9am-12pm (Nov 9) Taught by Gay Grissom

Join me as we look at an Internet browser developed by Google Inc. that combines a minimal design with a sophisticated technology to make the Web faster, safer and easier. The Google Chrome browser offers features that make the web easier to use. Google Drive. This includes the trinity of standard tools: a word processor (Google Docs), a spreadsheet (Google Sheets), and a presentation tool (Google Slides). Learn how easy all of this is to use.

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**Google Drive and Apps: Introduction: Length: Two sessions**

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

**To create Gmail account go to: [accounts.google.com/signup](http://accounts.google.com/signup)**

When: Mon & Wed, 12:30-3:30pm (Nov 7, 9) Taught by Gay Grissom

Google Drive is a cloud storage solution for storing files. With Google Drive you can store and access your files anywhere— on the web, on your hard drive, or on the go. Learn how to create an account as well as upload and sync files. The real value comes when you use Google's various apps, which are integrated directly into Google Drive which includes: a word processor (Google Docs), a spreadsheet (Google Sheets), and a presentation tool (Google Slides).

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**Create: labels, calendars, cards, etc. Length: Four sessions**

When: Mon & Wed, 9am-12pm (Oct 24, 26, 31, Nov 2) Taught by Dick Guckel, assisted by Sharon Scroggins & Sandy Kancavicus

**Using the PrintMaster Gold Version 18 software**, this class will teach how to create greeting cards (birthday, anniversary, etc.) calendars, business cards, labels, etc.. The students will purchase the greeting card software for \$15 (due at registration) learn to install it on their home computers and take the software home. You must have Windows 7 or Windows 8, a minimum of 1GB hard disk space and a DVD reader to run this program at home. (Windows 10 has not been tested.)

**Windows 7 and 8 Advanced Topics Length: Three sessions**

**Pre-req.: One Optional Class of 2 or more sessions, e.g., Word, Digital Camera, Google class**

When: Mon & Wed 9am-12pm (Oct 3, 5, 10) Taught by Ken Anderson and Dick Guckel

Windows 7 & selected Windows 8 topics including disaster recovery, customizing your desktop, computer and device protection (viruses, virus hoaxes, antivirus, security software comparisons, firewalls), Skype, install/uninstall software, hardware, practical information sources, Windows Explorer.

**Word Length: Five sessions**

When: Mon & Wed & Fri, 12:30-3:30pm (Oct 3, 5, 7, 10, 12) 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.