



SPRING 2019 CLASS DESCRIPTIONS

TLC@norwalksc.org

AMAZING AMAZON - 1 session, 2 hours -



Today not only can you buy books but groceries, household goods, clothing, jewelry, tools and just about anything else at Amazon.

Find out what is available and how to make use of this amazing site. **Wed 3/27 10-noon**

EMAIL TIPS & TRICKS - 1 session, 3



hours - This class will help students send emails to several recipients without excess addresses for those receiving them, get rid of addresses when forwarding emails, and add picture or documents to an email. The participants will use their own email address and program to send and receive emails. **Wed 4/10 9:30-12:30pm**

MICROSOFT EDGE BROWSER - 1 session,



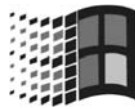
1 hour - Edge is the default web browser that comes with Windows 10. Learn how Microsoft Edge gives you new ways to find and keep stuff, and get help from Cortana, the voice activated assistant. **Fri 5/31 1-2pm**

MICROSOFT ONENOTE – 1 session, 2



hours – A Windows-10 built-in digital notebook that allows categorizing articles, notes, photos, etc., and saving them for quick access on your PC, iPad and iPhone. OneNote is also part of Windows Office. **Thu 6/27 1-3pm**

WINDOWS 10 OVERVIEW – 1 session, 2



hours – Learn useful tips and tricks that show you how to master the desktop and interface, utilize the new features, tweak and customize to get the most from your Windows 10 computer. **Fri 5/10 1-3pm**

WINDOWS 10 MAINTENANCE & SECURITY – 1 session, 2 hours



– Learn how to fix slow-downs, freezes and other common glitches. Learn routine maintenance tasks including disk defragmentation, disk cleanup, file backup and restore. This class will also cover installation and maintenance of software to protect against viruses, spyware and identify theft. *(We recommend new Windows 10 users take our Windows 10 Overview class first.)* **Fri 6/14 1-3pm**

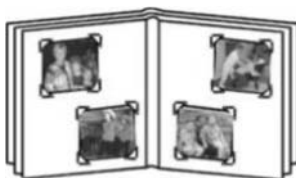
Our classes are open to Norwalk Senior Center members and non-members who are 50 or older. Our students are not required to be Norwalk residents. Our classes are small; don't risk your class being filled, enroll today.

The Tech Learning Center is in need of both computer instructors and coaches. If you have any expertise and interest in this area, please leave your name and phone number with the front office or call and leave a message on the Learning Center answering machine. (203) 847-3115 ext.111 or send us a message:

LEARN ABOUT APPLE DEVICES



All Apple devices share the same operating system. You can own any Apple Mobile Device, go to any Apple course and benefit from it.



APPLE DEVICE PHOTO ORGANIZING - 1 session, 3 hours

- This class is for students with a working knowledge of the

Apple device they will bring to class. Instruction will be given in photo organizing methods, storing processes and search techniques using the built-in Photo App. **Tue 3/26 10-1pm**



USING YOUR IPAD – 2 sessions, 2 hours each

– Learn to use your iPad to its fullest potential. This course teaches key settings, the keyboard, and common applications. Learn

how to navigate the user manual to become self-sufficient. Bring your fully charged iPad to class. **Wed/Fri 6/5 & 6/7 10-noon**

LEARN OTHER INTERNET USES

CHEAPSKATE TRAVEL - 1 session, 2 hours

- Travel has become more expensive in the last few years, but you can still find good deals - if you know where to go online first. In Cheap-skate Travel we will share some of the best travel sites to help you find bargains on airfares, lodging, car rentals, cruises and all your other travel needs. **Thu 4/25 10-noon**

SAMSUNG GALAXY PHONE - 1 session, 2 hours

– Learn essential settings, text messaging, contacts, dictation and filing emails into folders, Google searches and applications, calendar and camera settings, taking pictures and selfies, using Play Store to download applications, etc. **Thu 5/23 1-3pm**

YOUTUBE - 1 session, 2 hours

- Learn the fundamentals of searching in Google. The class will spend time using YouTube and its many “Help” features. You will see how to diagnose and repair home appliances and learn how to find the user guide or instruction manual that didn’t come with your new purchase. You will master how and where to find and watch video tutorials and search for music, photos or humor. **Wed 5/08 10-noon**



If you are bringing a device to class, be sure to fully charge it the night before!

WE HAVE ALL NEW COMPUTERS AND HIGH SPEED INTERNET!

TECH LEARNING CENTER SPRING 2019

Place an X by the classes you wish to attend and circle the member/non-member fee. Print your information and return it with a check for the total amount made payable to Norwalk Senior Center. Deliver both form and check to us at 11 Allen Rd, Norwalk CT 06851.

NAME: _____ STREET: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

X	COURSE NAME	DATE(S)	DAY(S)	TIME	MEMBER	
					YES \$	NO \$
	APPLE PHOTO ORGANIZING	3/26	Tu	10-1	15	25
	AMAZING AMAZON	3/27	W	10-12	10	20
	EMAIL TIPS & TRICKS	4/10	W	9:30-12:30	15	25
	CHEAPSKATE TRAVEL	4/25	Th	10-12	10	20
	YOUTUBE	5/08	W	10-12	10	20
	WINDOWS-10 OVERVIEW	5/10	F	1-3	10	20
	SAMSUNG GALAXY PHONE	5/23	Th	1-3	10	20
	MICROSOFT EDGE BROWSER	5/31	F	1-2	5	15
	USING YOUR IPAD	6/05 & 6/07	W & F	10-12	20	30
	WINDOWS-10 MAINTENANCE	6/14	W	1-3	10	20
	MICROSOFT ONENOTE	6/27	Th	1-3	10	20

REGISTRATION AND PAYMENT POLICY:

1. Phone registration cannot be accepted.
2. Registration with payment must be received two business days before the date class is to be held.
3. Refunds will be issued if class is postponed or cancelled.
4. If minimum enrollment is not met two business days before class is scheduled, that class will be cancelled, students notified and refunds issued.
5. Student refunds are issued if we receive notice from them of cancellation at least 48 hours before the first class-session starts.