



## **SPRING 2018 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 3/28 10-noon**

**Email Basics - 2 session, 2 hours each** - Learn the fundamentals of email, the most popular app of the internet. Sending and receiving messages, adding attachments, as well as making a contact list will be included. **Tue/Fri 4/10 & 4/13 10-noon**

**Basic Word Processing Skills - 2 sessions, 2 hours each** - Using the Wordpad program in Windows, students will learn to do basic editing, how to copy and paste text, choosing a font and changing its size in order to write documents and emails. **Tue/Fri 3/20 & 3/23 10-noon**

**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 Cheapskate Travel we will share some of the best travel sites to help you find the best bargains on airfares, lodging, car rentals, cruises and all your other travel needs. **Thu 4/26 10-noon**

**Introduction to Genealogy - 2 sessions, 2 hours each** - Begin with you and go backwards. Learn about charts and conventions used to record family data. Research resources and techniques will be discussed as well as those documents available online. Find and analyze vital records. **Mon 5/14 & 5/21 10-noon**

**Google - 2 sessions, 2 hours each** - Discover the vast capabilities of some of Google applications. For example, find out how to search effectively, use G-Mail, navigate maps, perform online shopping, create and check calendars, store your health information, use YouTube and more. **Fri 4/20 & 4/27 10-noon**

**MS 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. **Thu 5/24 1-2pm**

**MS 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. One Note is also part of Windows Office. **Fri 6/1 1-3pm**

**Turbo Tax - 1 session, 2 hours** - An overview of the software program. Turbo Tax is designed to help you systematically complete your federal and state taxes by helping you enter you income earned, taxes paid, deductions and credits. You can file your federal and state taxes on line directly from within the program and the program web site will keep track of the refund status. This class is about program use, not tax law. **Fri 3/16 10-noon**

**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 5/18 1-3pm**

**Windows 10 Maintenance and 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 6/15 1-3pm**

## 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 Devices 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 techniques using the built-in Photos app.

**Tue 3/27 10-1pm**

**iPad Overview– 2 session, 2 hours each** – If you have a new iPad or are thinking of getting one, this class is for you. You will learn what the iPad does, how it works, concepts, features and the differences from the PC. You will see a demo of Mail and Safari, the device's internet browser. **Tue/Thu 4/17 & 4/19 10-noon**

**Using Your iPad – 2 sessions, 2 hours each** – Learn to use your iPad to its fullest potential. This course teaches key settings, provides exercises for hand gestures, the keyboard, and common applications. Learn how to navigate the user manual to become self-sufficient. Bring your fully charged iPad to class.

**Tue/Thu 5/1 & 5/3 OR Wed/Fri 6/6 & 6/8 10-noon**



**Preparing Your Online Estate - 1 session, 3 hours** - Your online estate is bigger and more valuable than you think. This class helps you identify those assets and presents a simple process for you and your Digital Helper to manage them before and after you pass on, including an armchair procedure for securing passwords. Word or Excel skills are not required, but useful. **Thu 4/5 9:30-12:30pm**



### One-on-One Help

On the first three Wednesday's of each month, the Tech Learning Center will be offering one-on-one sessions for help in computing. Each month offers the following help:

Week-1 Help with Windows

Week-2 General Computer Help

Week-3 Help with Apple Devices

To schedule an appointment, please call us at (203) 847-3115 ext.111 and leave your name, phone number and the area in which you need help. Be sure to speak slowly and clearly. We will notify the proper instructor who will contact you for setting a convenient meeting time, confirmation of your computing issue and payment details.. The cost is \$10 per session.

## **WE HAVE ALL NEW COMPUTERS AND HIGH SPEED INTERNET!**

Our classes are open to Norwalk Senior Center members and non-members alike 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: [TLC@norwalksc.org](mailto:TLC@norwalksc.org)

## TECH LEARNING CENTER SPRING 2018

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 \$
	TURBO TAX	3/16	F	10-12	10	20
	BASIC WORD PROCESSING SKILLS	3/20-3/23	Tu/F	10-12	20	30
	APPLE DEVICES PHOTO ORGANIZING	3/27	Tu	10-1	15	25
	AMAZING AMAZON	3/28	W	10-12	10	20
	PREPARING YOUR ONLINE ESTATE	4/5	Th	9:30-12:30	15	25
	EMAIL BASICS	4/10-4/13	Tu-F	10-12	20	30
	IPAD OVERVIEW	4/17-4/19	Tu-Th	10-12	20	30
	GOOGLE	4/20-4/27	F	10-12	20	30
	CHEAPSKATE TRAVEL	4/26	Th	10-12	10	15
	USING YOUR IPAD	5/1-5/3	Tu-Th	10-12	20	30
	INTRODUCTION TO GENEALOGY	5/14-5/21	M	10-12	20	30
	MS WINDOWS-10 OVERVIEW	5/18	F	1-3	10	20
	MS EDGE BROWSER	5/24	Th	1-2	5	15
	MS ONE NOTE	6/1	F	1-3	10	20
	USING YOUR IPAD	6/6-6/8	W/F	10-12	20	30
	MS WINDOWS-10 MAINT/SECURITY	6/15	F	1-3	10	20



SEE PAGE TWO FOR INFORMATION ABOUT OUR NEW ONE-ON-ONE TUTORING SESSIONS WHICH ARE SCHEDULED BY APPOINTMENT ONLY.

**REGISTRATION AND PAYMENT POLICY:**

1. Phone registration cannot be accepted.
2. Registration with payment must be received by two business days before the date class is to be held.
3. If minimum enrollment is not met two business days before class is scheduled, that class will be cancelled, students notified and refunds issued.

# *OPEN HOUSE*

**Norwalk Senior Center  
Tech Learning Center  
11 Allen Road  
Norwalk, CT**

*Monday, March 5, 2018*

*1:00-2:30 pm*

**Meet the instructors  
Brief overview of the classes  
Register for Fall classes  
Enjoy refreshments**

**Norwalk Senior Center  
Tech Learning Center  
11 Allen Road  
Norwalk, CT. 06851-2319  
(203) 847-3115 x111**

**NON-PROFIT  
ORGANIZATION  
U.S. POSTAGE PAID  
NORWALK CT  
PERMIT NO. 81**

**Spring 2018 Computer Classes**