



## **FALL 2017 CLASS DESCRIPTIONS**

**pclearn@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 you may need at Amazon.com. In addition to the above, Amazon also makes and sells electronic devices, music, audible books, eBook and more. Find out what is available and how to make use of this amazing site. **Wed 10/25 10-noon**

**Basic Word Processing Skills - 2 sessions, 2 hours each** - The Wordpad program that comes with Windows computers will be used in this course. Student 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 10/17 & 10/20 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. **Fri 9/29 10-noon**

**Email Basics - 2 session, 2 hours each** - This short course will teach the fundamentals of email which is the most popular app of the internet. Sending and receiving messages, adding attachments (such as photos and texts), as well as making a contact list will be included. **Tue/Fri 11/14 & 11/17 10-noon**

**Gmail - 1 session, 2 hours** - Learn about this very popular, free email service. Class includes: Settings; Search within Gmail; Organizing email (by folders, colors, labels); Contacts; Attachments and Deleting unwanted email by groups. Bring your fully charged device to use in class following the lecture. **Thu 10/12 1-3pm**

**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 on-line shopping, create and check calendars, store your health information, use YouTube and more. **Mon/Tue 11/20-11/21 10-noon**

**Introduction to the Internet - 2 sessions, 2 hours each** - This course will teach a basic understanding of the internet including using a browser; getting around on a webpage; saving favorites; selecting a home page; and using a search engine. **Tue/Fri 10/31 & 11/3 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 actuated assistant. **Fri 10/27 1-2pm**

**MS OneNote - 2 sessions, 2 hours each** - 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. **Tue/Thu 11/7 & 11/9 10-noon**

**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 10/13 1-3pm**

**Windows 10 Overview - 1 session, 2 hours** - Learn useful tips and tricks that show you how to master the interface, utilize the new features, tweak and customize to get the most from your Windows 10 computer. **Fri 10/6 1-3pm**



## TECH LEARNING CENTER FALL 2017

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 \$
	CHEAPSKATE TRAVEL	9/29	F	10-12	10	20
	iPAD OVERVIEW	10/3 10/5	Tu Th	10-12	20	30
	WINDOWS 10 OVERVIEW	10/6	F	1-3	10	20
	USING YOUR iPAD	10/9 10/11	M W	10-12	20	30
	GMAIL *	10/12	Th	1-3	10	20
	WINDOWS 10 MAINTENANCE & SECURITY	10/13	F	1-3	10	20
	ANDROID SMART PHONES	10/16	M	1-3	10	20
	BASIC WORD PROCESSING SKILLS *	10/17 10/20	Tu F	10-12	20	30
	PREPARING YOUR ONLINE ESTATE	10/19	Th	9:30-12:30	15	25
	AMAZING AMAZON *	10/25	W	10-12	10	20
	MICROSOFT EDGE BROWSER *	10/27	F	1-2	5	15
	INTRODUCTION TO THE INTERNET *	10/31 11/3	Tu F	10-12	20	30
	USING YOUR ANDROID TABLET *	11/6	M	10-12	10	20
	APPLE DEVICES PHOTO ORGANIZING	11/8	W	9:30-12:30	15	25
	MICROSOFT ONENOTE	11/7 11/9	Tu Th	10-12	20	30
	iPAD OVERVIEW	11/13 11/15	M W	10-12	20	30
	EMAIL BASICS *	11/14 11/17	Tu F	10-12	20	30
	GOOGLE	11/20 11/21	M Tu	10-12	20	30

\* New Class

**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, September 18, 2017*

*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**

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**Fall 2017 Computer Classes**