

## FALL 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 10/31 10-noon

### EMAIL TIPS & TRICKS - 1 session, 2 hours -



This class will help students to 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 10/17 9:30-12:30

### 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. Thu 11/8 OR Fri 12/7 1-2pm

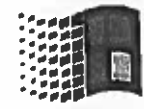
### MICROSOFT One Note - 1 session, 2 hours



- 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 11/30 1-3pm

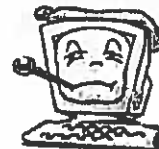
### WINDOWS 10 OVERVIEW - 1 session, 2



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 10/12 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 10/26 1-3pm

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

## 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 techniques using the build in Photos app. **Wed 11/14 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 10/30 & 11/1 10-noon**

### ANDROID SMARTPHONE - 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, selfies, Play Store downloading applications, etc. **Th 10/25 1-3pm**

### FACEBOOK FOR BEGINNERS - 1 session, 2 hours



Explore the Facebook interface, beginning with your Timeline and your News Feed. Open and edit your security, privacy and friend settings. Learn how to add friends, unfriend and block intruders. Find out how to upload content, links and photos. Create or join existing Facebook groups. Bring your Facebook log-in credentials to class. And if you use a handheld device to access Facebook, bring that, fully charged, too. **Tue 9/25 10-12pm**

### INTRO TO GENEALOGY: 2 sessions, 2 hours each

This class will help you as you begin to build a family tree. It will introduce you to the charts and conventions that Genealogists use to record family data. Ancestral Charts will be provided. You will begin with yourself and what you know and work backwards. Research resources and techniques will be discussed, as will the types of Genealogical documents that are available online.



The most Frequently Asked Questions posed to Genealogists in recent years are about DNA testing. Yes, there will be time for answer your questions about the kinds of DNA, the companies that test, and what DNA test results reveal. **Tue 9/25 & 10/2 1-3pm**



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 FALL 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 \$
	FACEBOOK FOR BEGINNERS	9/25	Tu	10-12	10	20
	INTRO TO GENEALOGY	9/25 & 10/2	Tu	1-3	20	30
	WINDOWS-10 OVERVIEW	10/12	F	1-3	10	20
	EMAIL TIPS & TRICKS	10/17	W	9:30-12:30	15	25
	AMAZING AMAZON	10/31	W	10-12	10	20
	ANDROID PHONES	10/25	Th	1-3	10	20
	WINDOWS-10 MAINTENANCE/ SECURITY	10/26	F	1-3	10	20
	IPAD OVERVIEW	10/30 & 11/1	Tu/Th	10-12	20	30
	MICROSOFT EDGE BROWSER	11/8	Th	1-2	5	15
	APPLE PHOTO ORGANIZATION	11/14	W	10-1	15	25
	MICROSOFT ONE NOTE	11/30	F	1-3	10	20
	MICROSOFT EDGE BROWSER	12/7	F	1-2	5	15

### **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. 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 day the class is scheduled to be given.