

Computer Classes for Seniors

Gwinnett SenioR Learning Center

www.gsrlc.org



Spring 2019 Registration Schedule

Please check our website before coming to onsite registration. Sometimes we must make changes to our schedule.

We are an all-volunteer organization serving seniors age 50 and older. We teach courses covering Windows 10, Microsoft Office, iPads/iPhones, photo editing, basic word processing, and other topics. Additional information is available at www.gsrlc.org. You may also email us at class@gsrlc.org or leave a voice mail message at 770-564-4699.

Online registration is available from February 16, 2019 to 5 PM on Monday, March 18th, 2019

Onsite registration at Bethesda Park Senior Center is March 19th, 2019, 10:00 am – 11:00 am.

Onsite registration at George Pierce Park is March 21st, 10:00 am – 11:00 am.

Payment is due in advance before you can reserve a seat in a course. If you miss online and onsite registration, call 770-564-4699 and leave a voice message. If course seats are available, we will send you an invoice via email that you can pay with a credit or debit card.

Gwinnett County non-residents must pay an Out of County fee equal to the total course fees (maximum \$20).

You may pay by cash, check, Visa, Master Card, Discover and American Express.

Gwinnett County personnel cannot issue refunds for GSRLC courses. When you register for courses, you will receive a reminder sheet containing information for requesting refunds.

(Maps to our locations are on Page 4)

(Courses meet for 2 hours unless otherwise noted)

Backup (meets once, outline provided) \$25

Your hard drive will crash, and your pictures and documents will be lost. Will you be prepared? Answer the What, When, Where, Why, and How of hard disk backup, using the free version of a commercial program. Understand how both local and Internet backups work.

At Bethesda Park: Monday, May. 6th from 10:00-Noon

At George Pierce Park: Tuesday, Apr. 30th from 1:00-3:00 PM

Basic Word Processing (meets weekly for 3 times, manual provided) \$45

Introduces basic concepts and techniques of word processing using WordPad, which is already on your computer at home. Learn to open and modify documents, delete blocks of text, use bullets and numbering, insert pictures, create and format new documents.

At Bethesda Park: Begins Thursday, Apr. 25th, 1:00-3:00 PM, meets weekly until May. 9th

At George Pierce Park: Begins Wednesday, Apr. 17th, 1:00-3:00 PM, meets weekly until May. 1st

Email and Stuff (entry level course - meets weekly for 5 times, manual provided) \$65

A new, beginners' course that teaches the keyboard layout, how to use a mouse, and how to use Microsoft Edge to navigate websites. Create new email messages, open, reply to, and forward messages you receive. Attach digital photos to your email message and view, download and save photos attached to messages.

At Bethesda Park: Begins Wednesday, Mar. 27th, 1:00-3:00 PM, meets weekly until Apr. 24th

At George Pierce Park: Begins Monday, Apr. 8th, 1:00-3:00 PM, meets weekly until May. 6th

Excel 2013 (meets weekly for 3 times, manual provided) \$45

Gain the skills for navigating and entering data into an Excel workbook. Then, create simple checkbook register model and learn to 1) Enter formulas that calculate results, 2) Manipulate rows and columns, and 3) Filter data to show specific records.

At Bethesda Park: Begins Monday, Apr. 8th, 1:00-3:00 PM, meets weekly until Apr. 22nd

Facebook Basic (meets once, manual provided.) \$25

Whether you're new to Facebook or just want to find your way more securely around social media, this is the class for learning the basics. You must have an existing personal Facebook account.

At Bethesda Park: Thursday, Apr. 18th from 10:00-Noon

At George Pierce Park: Wednesday, May. 8th from 1:00-3:00 PM

Family Tree on FamilySearch.org (meets once, outline provided) \$25

Utilizing FamilySearch.org, understand the ins and outs of building your Family Tree on this free genealogy site. Learn how to properly add people, details and sources to your tree.

At Bethesda Park: Thursday, Apr. 4th from 1:00-3:00 PM

At George Pierce Park: Thursday, Apr. 11th from 1:00-3:00 PM

Genealogy (meets weekly for 6 times, manual provided) \$65

This course is designed to give you basic understanding of genealogy research. Learn about the basic forms, websites, and software that help you organize your information. Begin your family tree, learn how to gather information, do additional research, document your information, and organize files to preserve your information.

At Bethesda Park: Begins Tuesday, Apr. 2nd, 1:00-3:00 PM, meets weekly until May. 7th

At George Pierce Park: Begins Tuesday, Apr. 2nd, 10:00-Noon, meets weekly until May. 7th

Google Maps (meets once, outline provided) \$25

Want to navigate from one place to another? Want to know about and avoid traffic jams? Want to find out what restaurants, etc. are around you? Then this is the workshop!

At Bethesda Park: Tuesday, Apr. 30th from 9:30-11:30 AM

Google Search (meets once, manual provided) \$25

Learn to use one of the Internet's most popular search engines.

At George Pierce Park: Tuesday, Apr. 9th from 1:00-3:00 PM

iPad (meets once, for Apple devices only, outline provided) \$25

Learn to use the iPad tap, swipe, and pinch gestures. Learn to connect to a wireless network, browse the Internet, work with apps, contacts, pictures, and send text messages. Bring your iPad to fully participate.

At Bethesda Park: Monday, Apr. 29th from 10:00-Noon

iPhone (meets once, for Apple devices only, outline provided) \$25

Learn to use the iPhone tap, swipe, and pinch gestures. Learn to connect to a wireless network, browse the Internet, work with apps, contacts, pictures, and send text messages. Bring your iPhone to fully participate.

At Bethesda Park: Monday, Apr. 29th from 1:30-3:30 PM

Microsoft Edge (meets once, outline provided) \$25

This new, Windows 10 Internet browser replaces Internet Explorer. Learn to configure and use this browser and understand some of its new capabilities.

At George Pierce Park: Thursday, Apr. 18th from 1:00-3:00 PM

OneDrive (meets once, outline provided) \$25

This is Microsoft's solution to cloud storage and is built into Windows 10 and Microsoft Office. Learn what cloud storage is and how it can benefit you. See how to configure OneDrive on your computer or mobile device.

At Bethesda Park: Tuesday, May. 7th from 9:30-11:30 AM

At George Pierce Park: Tuesday, Apr. 23rd from 1:00-3:00 PM

Online Music (meets once, outline provided) \$25

Do you miss listening to the radio and hearing music of the today and yesterday? This workshop explores several services that stream music, commentary, sports scores, or other items. Please join us to learn how to master the online streaming music world and bring some earbuds or earphones for your own use.

At Bethesda Park: Monday, May. 6th from 1:00-3:00 PM

Organize Your Stuff (meets weekly for 2 times, manual provided) \$35

Develop techniques and strategies for organizing files and folders on your computer using File Explorer features. View files in different formats, create and manage folders for your files and back up your files to safeguard them.

At George Pierce Park: Begins Wednesday, Apr. 3rd, 1:00-3:00 PM, meets weekly until Apr. 10th

Photo Editing (meets 3 times, manual provided) \$45

Edit and save (store) digital photos using the free program Paint.net. Crop and straighten photos, eliminate red-eye, and add text. Adjust lighting, remove blemishes or other unwanted objects and correct other photo imperfections.

At George Pierce Park: Begins Wednesday, Apr. 17th, 9:30-11:30 AM, meets weekly until May. 1st

Windows 10 (meets once, outline provided) \$25

Bring your Windows 10 laptop to use during class. Learn Windows 10 basics by exploring Taskbar, Start menu/screen, working with apps and programs, using File Explorer, discuss internet browsers (Explorer/Edge/Firefox).

At Bethesda Park: Tuesday, Apr. 23rd from 9:30-11:30 AM

At George Pierce Park: Tuesday, Apr. 16th from 1:00-3:00 PM

Word 2013 (meets 3 times, manual provided) \$45

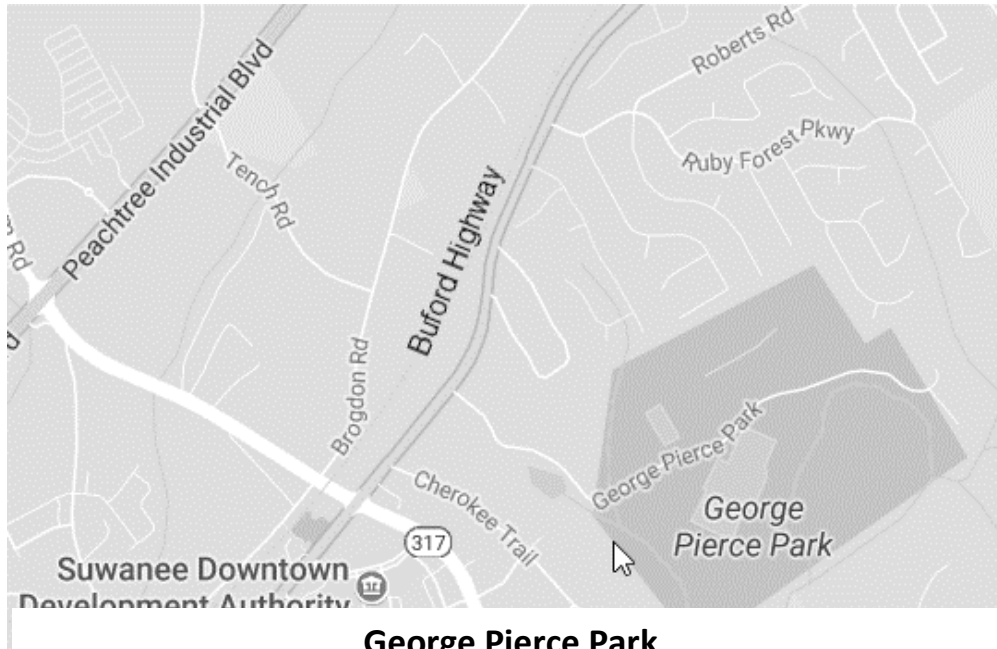
Create, format, and edit documents using *Microsoft Word*. Do spelling and grammar checks, add bullets and numbering, insert digital pictures, and save and print documents.

At Bethesda Park: Begins Monday, Apr. 8th, 10:00-Noon, meets weekly until Apr. 22nd

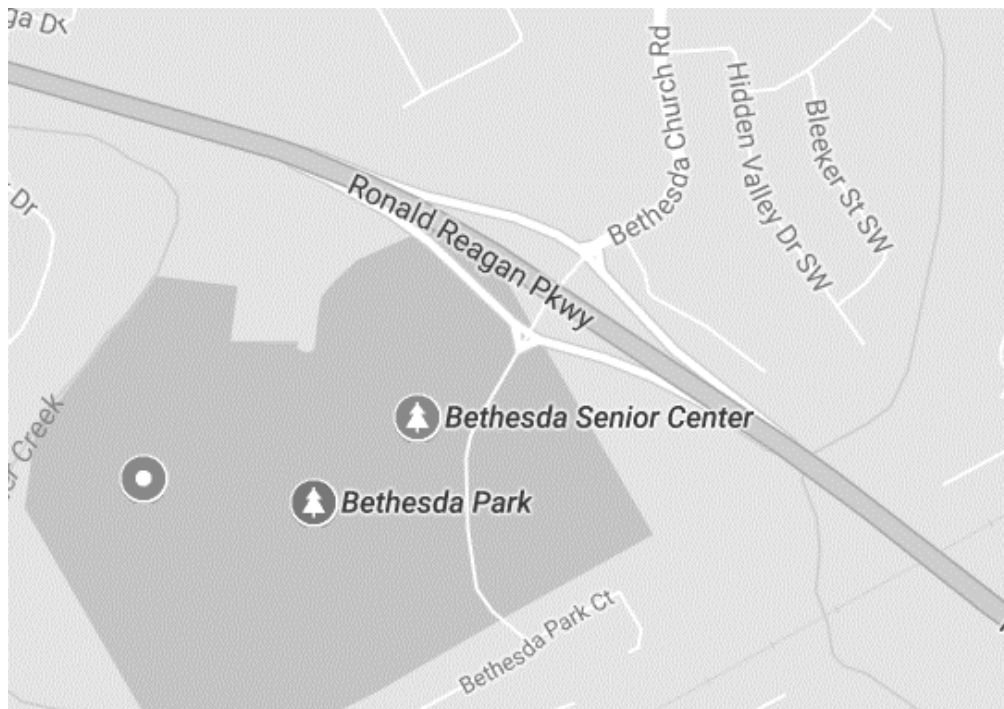
Word Tabs and Tables *Using Microsoft Word 2013*(meets once, manual provided) \$25

Use features built into *Microsoft Word* to align numbers and columns with *tabs*; create, format, and sort data using *tables*. Manual provided.

At George Pierce Park: Thursday, Apr. 25th from 1:00-3:00 PM



George Pierce Park
55 Buford Highway, Suwanee, GA, 30024



Bethesda Park Senior Center
225 Bethesda Church Road, Lawrenceville, GA 30044