

GSRLC COURSE DESCRIPTIONS

<<PLEASE NOTE THAT NOT ALL COURSES LISTED HERE ARE OFFERED EVERY SESSION>>

Multi-week Courses

Email and Stuff. 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. **Student needs access to an Internet connected device for practice.** Manual provided. **Meets 5 times.**

Basic Word Processing. Introduces basic word processing concepts and techniques using *WordPad*, which is already on your home computer. Open and modify documents, delete blocks of text, use bullets and numbering, insert pictures, create and format new documents. Manual provided. **Meets 3 times.**

Excel 2013 (spreadsheet). Gain the skills for navigating and entering data into an Excel workbook. Using a simple checkbook register model, learn to 1) Enter formulas that calculate results, 2) Manipulate rows and columns, and 3) Filter your data to show specific records. Manual provided. **Meets 3 times.**

Genealogy. This course provides a basic understanding of genealogy research. Learn about the basic forms, websites, and software that help you organize your information. Begin your family tree, learn to gather information, do additional research, document your information, and organize files to preserve your information. Manual provided. **Meets 6 times.**

Organize Your Stuff. Develop techniques and strategies for organizing files and folders on your computer using its built-in *File Explorer* features. View your files in different layouts; create, manipulate and organize folders for your files. Manual provided. **Meets 2 times.**

Photo Editing. 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. Manual provided. **Meets 3 times.**

PowerPoint 2013 (presentations). Create slideshows of digital photos as well as presentations with enhanced graphics and text using *Microsoft PowerPoint*. Use themes, animations, transitions, and incorporate audio/video clips. Manual provided. **Meets 3 times.**

Word 2013 (word processing). 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. Manual provided. **Meets 3 times.**

(Additional listings continued on following page)

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(Listings continued from previous page)

Single Meeting Workshops – each meets *only one* time

Backup. 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 built in Windows 10 backup program. Understand how an Internet backup works. Outline provided.

Facebook. 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. Manual provided. **Meets once.**

Family Tree on FamilySearch.org. 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. Outline provided.

Find/Replace/WordArt Using Microsoft Word 2013. Use *Microsoft Word's* Find/Replace features to efficiently edit documents. Use its WordArt feature to create eye catching images by transforming normal text into graphics. Manual provided.

Google Maps. 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! **Must have an iPhone.** Outline provided.

Google Search. Need a new recipe? Want to find a new plumber in your area? Learn to use one of the Internet's most popular search engines. Manual provided.

iPhone. 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. Outline provided.

iPad. 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. Outline provided.

Mail Merge Using Microsoft Word 2013. Use *Microsoft Word* tables to create, sort and print address labels, or to customize form letters. Manual provided.

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

OneDrive. This is Microsoft's cloud storage system that's-built into *Windows 10 and Microsoft Office*. Learn what cloud storage is and how it can benefit you. Learn to configure *OneDrive* on your computer or mobile device. Outline provided.

Online Music

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

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items. Please join us to learn how to master the online streaming music world and bring some earbuds or earphones for your own use. Outline provided.

Tabs and Tables Using Microsoft Word 2013. Use features built into *Microsoft Word* to align numbers and columns with *tabs*; create, format, and sort data using *tables*. Manual provided.

Windows 10. Learn *Windows 10* basics by exploring the **Taskbar** and **Start menu/screen**, working with apps and programs, moving and resizing tiles on the **Start menu/screen**, pinning apps to the **Start menu/screen** or the **Taskbar**, and using *File Explorer*. Discuss Internet browsers like *Internet Explorer*, *Microsoft Edge*, *Firefox*, and *Chrome*. Review settings to protect your privacy. Outline provided.