

# GSRLC Course Descriptions

<<Please note that not all courses listed here are offered every quarter>>

**Banking Online.** Don't be afraid to move into the technology age and learn to pay your bills online through your bank or credit union's website. Save time and money by writing fewer checks and buying fewer postage stamps. Avoid late fees by scheduling automatic payments. This is a demonstration course using our instructional bank account. Manual provided. **Meets once.**

**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 2 times.**

**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.**

**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.**

**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. **Meets once.**

**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.**

**Gmail.** You must have some experience with email and have a Gmail account (or sign up for one before class) to be able to participate in this class. Review the fundamentals of email, then go on to working with attachments (receiving and attaching your own). Organize your email with folders. Create and use a contact so you never again have to remember those full email addresses! From your contacts, create lists that you can use to address and send email messages to multiple recipients at once. Manual provided. **Meets 2 times.**

**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. **Meets once.**

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**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. **Meets once.**

**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. **Meets once.**

**iPadOS 13.** Learn about features in the new, iPadOS 13 operating system Apple introduced this year. Learn about new Home Screen and dark mode settings, new text editing features, how to display two web pages side by side in the Safari browser, how to use the Quick Path floating keyboard for faster typing. Your iPad must have iPadOS 13 installed. Visit [www.gsrlc.org](http://www.gsrlc.org) for help in determining if your iPad supports iPadOS 13. Manual provided. **Meets once.**

**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. **Meets once.**

**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. **Meets once.**

**Music Online.** 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. Outline provided. **Meets once.**

**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. Using classroom computers, learn to configure OneDrive on your computer or mobile device. Outline provided. **Meets once.**

**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.**

**Protect Your Files.** Don't lose your pictures and files when your hard drive crashes! 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. Learn to use a flash drive. Outline provided. **Meets once.**

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**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.

**Meets once.**

**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. **Meets once.**

**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.**