
Basics & Review

A Computer Basics

Prerequisite: *A desire to use a Windows computer*

This hands-on course familiarizes you with important concepts and practical applications. It takes you step by step through exercises that teach you the how's, when's, and why's of using a mouse. You'll use the Windows 10 Start menu; open and use apps that come with Windows 10; open, create, and save files; learn techniques such as cut, copy, and paste; go online; and learn a little about email. Individual help is provided, while in-class activities and homework assignments reinforce skills. This course uses Windows 10 but will also be helpful for someone using an earlier version of Windows.

Shirley Anderson, Instructor

Wednesdays, Apr 5 - May 24, 9:00 am - 11:00 am

CB-002 8 weeks \$20

R Folders and Files Practice

Prerequisite: *Basic computer skills*

Learn to use File Explorer to create folders, move and copy files, rename files and folders, delete them or copy them to different locations. Organize all the stuff on your computer so you can keep track of it and find it. **Bring a flash drive to class with you.**

Walt Cole, Instructor

Mondays, Apr 3 - Apr 10, 11:30 am - 1:30 pm

FEE10-003 2 weeks \$10

Android

D Android Phone

Prerequisites: *Bring a charged Android smart phone (Samsung, Motorola, HTC, Nexus, Pixel, etc.) to each class.*

Learn how to use your Android phone to make and receive calls, send and receive text messages, handle email, manage your contact list, use the calendar, use Google Maps and other built-in apps, and download apps. Smartphones are complicated gadgets, but taken one topic at a time, they can be tamed and become more useful. There is a required **\$10 book fee**, payable in class.

Walt Cole, Instructor

Fridays, Apr 7 - May 26, 11:30 am - 1:30 pm

AP-004 8 weeks \$20

iPad and iPhone

E iPhone: The Basics

Prerequisites: *Bring a charged iPhone 4S, 5, 5S, 5C, 6/6 Plus, 6S/6S Plus or 7 to class. Know your Apple ID, which consists of an email address and a corresponding email password. Your iPhone must have iOS version 10 installed.*

Learn how to use the iPhone as a phone and for the internet, using the Safari web browser. Learn to use the apps that come with the iPhone, such as contacts, messaging, email, and the calendar. Learn how to download apps. Make the most of Siri, your personal assistant. It is highly recommended but not required that a book be purchased. If interested, please bring **\$10** to the first class.

Mitch Jacobs, Instructor

Thursdays, Apr 6 - May 25, 9:00 am - 11:00 am

IPH-014 8 weeks \$20

F iPad Intermediate

Prerequisite: *You must bring a charged iPad, your Apple ID and password and your email address and password to class. Your iPad must have the current iPad system software update. Successful completion of a beginning iPad course is required. NOT a beginner class; you must know the basics.*

This course expands on what you already know about your iPad, going to the next level with tips, techniques and tricks to make your life easier. Subjects include: iCloud back-up; using cloud servers such as DropBox; using your iPad as a notepad; photos and music on your iPad; borrowing magazines from the public library; how to sign and submit official documents from your iPad; scanning documents; FaceTime vs. Skype; and much more. Each class will offer at least 3 tips on how to make your iPad more efficient. Is there something specific that you want to learn to do with your iPad? The first class will survey your interests. We will then add those to the course outline. This is your class. My goal is that each student leaves learning something new each week.

Annette Rodrigues, Instructor

Thursdays, Apr 6 - May 4 + May 25 (no classes on May 11 and May 18), 11:30 am - 1:30 pm

IPDA-006 6 weeks \$20

G Photo Editing with Snapseed

Prerequisite: Please bring your charged iPhone, iPad or Android device with a current copy of **Snapseed** loaded. Snapseed is available free from the app store (Apple or Google). You will also need access to your current email account, so be sure your phone or tablet is configured correctly and can receive and send emails.

Snapseed is a popular, free graphic photo editing application available for iOS (Apple) and Google Android phones and tablets. You can edit your smart phone photos using a wide variety of filters and tools normally found only on higher-end PC platforms. We will cover basic photo enhancements and explore the many higher-end filters that are available within the app.

Al Reinig, Instructor

Tuesdays, Apr 4 – Apr 25, 11:30 am – 1:30 pm
EYPS-002 **4 weeks** **\$15**

Online

H *New!* Blogging 101

Prerequisites: Basic internet skills and a desire to start and maintain a blog

Do you have a blog? Would you like to have a blog? We will explore both the technical and creative sides of hosting a blog. On the technical side, we will look at the options for creating and maintaining a free blog. On the creative side, we will explore the ways you can find your voice and share it.

Anne Dunham, Instructor

Mondays, Apr 17 – Apr 24, 11:30 am – 1:30 pm
BLG-001 **2 weeks** **\$10**

I The Internet: Security and Privacy

Prerequisites: None

Are “web” and “internet” the same thing? What is “the cloud”? Is it safe to use? Why are privacy and security not the same thing? What is the “internet of things”? Why should I care? How about my smart phone? This course will answer these questions and more, and will provide practical advice for safely and effectively using a large array of online services and resources. Class will focus on the novice user, but all are welcome.

Steve Brock, Instructor

Thursdays, May 11 – May 18, 11:30 am – 1:30 pm
IC-005 **2 weeks** **\$10**

J Get Creative with Smilebox

Prerequisites: Experience using a windows-based computer (Windows 7 or above) with an internet connection, and good mouse and keyboard skills

Smilebox, a free online application, allows you to choose from more than a thousand templates for all occasions such as Vacations/Travel, Grandkids, Family, Pets, Class Reunions, Weddings, Anniversaries, Birthdays, Holidays, and other special events. Use your photos and videos and their music and templates to design your animated greeting cards, slideshows, invitations, scrapbooks, newsletters, collages, calendars, and thankyou's. Share them with an email, post to Facebook, burn a DVD or print them at home or in-store. No more lingering in the card aisle for cookie-cutter greetings. Free your creations from the limits of paper!

Gene Ousterling, Instructor

Tuesdays, May 2 – May 23, 11:30 am – 1:30 pm
C&MwS-002 **4 weeks** **\$15**

Google and Google Apps

K Gmail, Switching to and Using

Prerequisites: A Gmail account; if you don't have one, contact the instructor at 408-674-1401 or opawalt@gmail.com

Learn the features and capabilities of Google's email system (Gmail). We'll show you how to convert from your current email account (like Yahoo) to Gmail. We'll cover sending and receiving email with and without attachments, Gmail threads, Gmail labels, and Gmail tabs for separating your email into categories. Google Contacts and Calendar are also covered. You can use these features on your smart phone and tablet as well as with your computer.

Walt Cole, Instructor

Wednesdays, Apr 5 – Apr 26, 11:30 am – 1:30 pm
WUG-004 **4 weeks** **\$15**

L Google Photos

Prerequisites: Before the first class, if you don't already have a Google account (same as a Gmail account), sign up for one. Bring the Google account user name and password to each class.

Google Photos is the latest photo management/photo editing/photo sharing offer from Google. It is all online. It is integrated with the Google Photos

app on smartphones and tablets. We will cover uploading photos on your computer to Google Photos in the cloud and downloading photos from the cloud to your computer. Also covered are album creation and sharing. We will also edit photos (in the cloud). Any Picasa Web Albums you currently have will already be in Google Photos.

Walt Cole, Instructor

Wednesdays, May 3 – May 24, 11:30 am – 1:30 pm

GPH-002 4 weeks \$15

Print Shop

M Print Shop Projects

Prerequisites: *Experience using Print Shop software. Good mouse skills are essential!*

The Print Shop Projects course uses **Print Shop 23.1 Deluxe Version** and has been created for you to continue with your projects or start new ones. Each week a short presentation will be made of a project you can work on individually. During the class time, you can work on that project or other special projects of your choice.

Phyllis House and Sharon Epp, Instructors

Thursdays, Apr 6 – May 25, 2:00 pm – 4:00 pm

GCP-006 8 weeks \$20

Microsoft Office

N Microsoft Excel Spreadsheet

Prerequisites: *An introductory computer course or equivalent experience with a computer that runs Windows*

Spreadsheet programs have built a reputation for crunching numbers and organizing information, but don't get the idea that it's only an accounting application. In this course, you will learn to use a recent version of the **Microsoft Excel** spreadsheet program. Use Excel to track household expenses, track the gain or loss on your stock portfolio, or track responses to your daughter's wedding invitations. Create a graph of your data with a single click. Students who have taken the course say Excel is *powerful, magical, awesome* and *a cool program*. Discover what it can do for you.

Roger Simons, Instructor

Tuesdays, Apr 4 – May 23, 9:00 am – 11:00 am

SUE-021 8 weeks \$20

O Microsoft Word Part 1

Prerequisites: *Basic computer skills*

Microsoft Word is the most-used word processor in the world. This course teaches you how to create documents that not only express what you want to say but also impress the reader. You'll learn to select and format text; cut, copy and paste; and save and open files. Word's editing tools and other features are also covered. Emphasis is placed on using the "ribbon" interface, which is also found in other Microsoft programs.

Shirley Anderson, Instructor

Mondays, Apr 3 – Apr 24, 9:00 am – 11:00 am

W13B-005 4 weeks \$15

P Microsoft Word Part 2

Prerequisites: *Introductory Word course or considerable experience with Word and the ribbon interface. Good mouse and keyboard skills are essential.*

Once you know the basics of word processing, you're ready to work with some of the Word features that help you create more attractive and interesting documents. You'll insert and format pictures and illustrations, text boxes, shapes, and more in this second course in the word processing series. Word is complex, but you can learn what you need to know to create outstanding documents, one step at a time.

Shirley Anderson, Instructor

Mondays, May 1 – May 22, 9:00 am – 11:00 am

W13I-003 4 weeks \$15

Q Intro to PowerPoint

Prerequisites: *Introductory computer course or equivalent knowledge and skills. Ability to use the mouse comfortably; familiarity with the Office ribbon is helpful but not essential.*

Discover the power and fun of this Microsoft Office presentation program. Learn how to create slide shows from the photos you've taken of your latest trip or grandchild's birthday party. You'll learn the PowerPoint basics and use some of the many options to build a slide show out of your own pictures. You'll use transitions, animations and design themes to add variety and interest to your presentations and slide shows.

Shirley Anderson, Instructor

Mondays, May 1 – May 22, 11:30 am – 1:30 pm

PP13-002 4 weeks \$15

Workshops

Each workshop is one two-hour class, on Wednesdays, 2:00-4:00. You must register and pay for each workshop separately. SeniorNet membership is not required. Register for workshops at registration or by proxy; after registration, call (408) 674-1401 to register for any open workshop.

W1 *New!* Online Banking and Bill-Paying

Prerequisites: *Basic internet skills*

Hesitant about online banking and bill-paying? Want to know more about the capabilities and benefits? And how secure is it, compared to check-writing? Find answers at this overview.

Emil Baghdasarian, Meriwest Credit Union

Wednesday, Apr 5, 2:00 pm – 4:00 pm

OBB-001 1 week \$10

W2 Google Maps

Prerequisites: *Basic internet skills*

Google Maps offers satellite imagery, street maps, 360° panoramic views of streets, real-time traffic conditions, and route planning for traveling by foot, car, bicycle, or public transportation.

Walt Cole, Instructor

Wednesday, Apr 12, 2:00 pm – 4:00 pm

GM-005 1 week \$10

W3 *New!* Alexa from Amazon

Prerequisites: *None*

See a demo of Alexa, the intelligent programmable assistant that interacts with your voice. It can play music, make lists, set alarms, stream podcasts, play audiobooks, provide traffic and weather information, control smart home devices, and much more.

Steve Brock, Instructor

Wednesday, Apr 19, 2:00 pm – 4:00 pm

ALX-001 1 week \$10

W4 *New!* Google Calendar

Prerequisites: *A Google account*

Want a calendar to use on the go? One that doesn't require a pen or pencil? Try using Google calendar. We will set up your calendar, view the options, show you how to share some of your calendar with other people and view theirs, and see how to access your calendar from your smart phone.

Anne Dunham, Instructor

Wednesday, Apr 26, 2:00 pm – 4:00 pm

GC-001 1 week \$10

W5 *New!* Cropping Photos in Print Shop

Prerequisite: *Experience with Print Shop*

The emphasis is on how to handle freehand cropping in the photo section of Print Shop and then saving to the Hot Shots viewer/library. Preset shapes will be touched upon if there is time.

Colleen Bickman, Instructor

Wednesday, May 3, 2:00 pm – 4:00 pm

CPS-001 1 week \$10

W6 Siri

Prerequisite: *Bring your iPad or iPhone.*

Learn how to use Siri on your iPhone or iPad. Talk to Siri as you would to a friend and Siri will help you get things done: sending messages, placing calls, making dinner reservations, finding your way about town, and much more.

Mark Hames, Instructor

Wednesday, May 10, 2:00 pm – 4:00 pm

SIRI-002 1 week \$10

W7 iOS 10—What Is New

Prerequisites: *Bring your iPhone or iPad, and your Apple ID.*

Learn the evolutionary and amazing new features introduced in iOS 10 for Apple's iPhone and iPad.

Mark Hames, Instructor

Wednesday, May 17, 2:00 pm – 4:00 pm

IWN-002 1 week \$10

W8 *New!* LastPass Password Manager

Prerequisites: *Familiarity with Windows and a browser other than Edge (Chrome, for example).*

Keep your passwords safe with LastPass, the top-rated free password manager for Windows. Access all your favorite websites with just one master password. Learn how LastPass automates the logon process and keeps all your passwords secure.

DeForrest Home, Instructor

Wednesday, May 24, 2:00 pm – 4:00 pm

LPM-001 1 week \$10

Registration Procedure for March 18, 2017

Please bring your mailer with the address label with you to registration, and stop at the check-in table outside the Community Room to get your Almaden Student ID number. Then go into the big room by the library and take a seat. Don't make out your checks yet; you can do that later.

The SeniorNet Learning Center of Almaden (SNLCA) uses a **lottery system** to determine the order in which a person registers so that everyone, whether registering in person or by proxy, has the same chance of getting into his or her first choice of courses.

Here's how it works. After a few announcements, lottery tickets are passed around. Each person draws one lottery number. If a couple (*any two people*, only one of whom needs to be present) wants to register to take the same course, ask for a "couple ticket" and then draw only one lottery number for the couple.

After everyone has drawn a lottery number, you'll line up in numerical sequence. When your number group is called, get in line at the front of the room. Please have in mind which course you want to take before getting in line. When you arrive at the front table, tell the person with the chits which course you want to take. You may request only one course at this point. **Please check to make sure you have the right chit.** If you have a "couple" ticket, hand it to the person with the chits; you will receive two chits for the same course, one for each person.

Once you have a chit, you have a place in that course, but you are not enrolled until you complete the registration process upstairs.

When all chits for a course have been handed out, the course is full. If you did not get into the course you wanted, stop at the **overflow/waiting list** table and give the person your information for the waiting list.

To take a workshop: When you get to the front table, tell the person with the Workshop chits which workshop or workshops you want to take. You can get chits for as many workshops as you want.

To take only one course (other than workshops): See **To complete your registration** below.

To take more than one course (other than workshops): After you get your chit, stop at the **overflow/waiting list** table and give the person your information, which is placed on the overflow/waiting list.

To complete your registration: Go to the second floor. There are tables where you can sit and write your check for your course fee. Checks are preferred, but you can also pay with cash. No bills larger than \$20, please; change is available at the check-writing table. Make your check payable to **SNLCA** for the course fee listed in this mailer. After writing your check, **go to the computer room** to complete your registration.

When you go into the computer room, have these things in your hand: the card with your Almaden student number, your course chit, and your check or cash.

After registering in the computer room: If you need to join SeniorNet or renew your membership, stop at the SeniorNet table in the hallway outside the computer room. SeniorNet membership is \$44 for the first year; the annual renewal fee is \$33. You can use a credit card to pay your SeniorNet fees if you prefer; please have your completed check, cash, or credit card ready when you go to the SeniorNet table.

If you want to take only one course, you're done. **If you requested additional courses** on the overflow/waiting list, please **go to the second course waiting room**. If there are still openings in the other courses you want to take, you can register for those courses before leaving the Community Center. If the additional courses you want to take are full, your information will remain on the waiting list; if someone who registered for the course drops out, you might receive a call to fill the vacancy.

To register for a course or workshop after registration has passed: Go to www.snicsj.org/almaden and click **Current Courses**, where you can see which courses have openings. Then call **408-674-1401** and give your information. You will be contacted about whether you can still enroll and, if so, how to pay the fee.

Registering by Proxy for Session 2 2017

To sign up for courses without attending registration, use the proxy form below. This form can be used to sign up one individual for one or more courses. If you're not a SeniorNet member, you can still use this form; you'll be contacted about joining SeniorNet after you get into a course. You do not have to join SeniorNet if you only want to take a workshop.

You can request as many as five courses by proxy. At registration, a lottery number will be assigned to your proxy, and your chance of getting into your first choice of courses is the same as if you registered in person. However, people who attend registration will have a chance to sign up for additional courses before those who register by proxy, so in that way, people who attend registration have an advantage.

If the course you requested fills up before your lottery number is called, your name will be added to the waiting list for that course, and there is a possibility that you might be contacted if a seat becomes available.

After registration, you'll receive a call or an email to let you know whether you did or did not get into your requested courses.

To register by proxy, complete the form below. Place it in an envelope with a separate check for each course you want to take (do not send cash). Drop off your proxy at the Almaden Community Center information desk, deliver it to a staff member in the SeniorNet classroom, or mail it to the address below.

**SNLCA
P. O. Box 20932
San Jose, CA 95160**

Your proxy must be received by SeniorNet Almaden by 12 noon on Friday, March 17. If it arrives later, it will be processed as a late registration.

After registration, to get into a course, go to www.snicsj.org/almaden to see which courses still have openings, and then call **408-674-1401** to register for any open course.

Registration Proxy Form (please print)

First name _____ Last name _____ Almaden Student ID # _____

Email address _____ Phone number _____

Course #1 _____ Start Date _____ Time _____

In addition to Course #1, I would like to take these courses:

Course #2 _____ Start Date _____ Time _____

Course #3 _____ Start Date _____ Time _____

Course #4 _____ Start Date _____ Time _____

Course #5 _____ Start Date _____ Time _____

Make checks payable to SNLCA. Include a separate check for each course fee.

Check 1 # _____ for \$ _____ Check 2 # _____ for \$ _____ Check 3 # _____ for \$ _____

Check 4 # _____ for \$ _____ Check 5 # _____ for \$ _____

If you are not a SeniorNet member, you will be contacted for your membership fee (\$44 for the first year).

Select one: A self-addressed, stamped envelope (SASE) is enclosed for the return of my course receipt.
If I do not get into the course, please return my unused check in the SASE.

My canceled check will be my receipt. If I do not get into a course, please destroy my check for it.

SeniorNet Learning Center of Almaden Policy

Auditing a course is not allowed. You can enroll in a second course only after everyone who is present at registration or who submitted a proxy has had an opportunity to enroll in their first course.

If you have not taken a course in two years, your name will be dropped from the USPS mailing list. If you are on the email list only, you will not be dropped unless you ask to be dropped.

