

Senior Center Tech Classes

Spring 2018

Conducted by the Arlington Heights Memorial Library
Held at the Arlington Heights Senior Center
1801 W. Central Rd. Arlington Heights

In-person **Spring Registration** will be held on Monday, **April 2**, from **9–11 a.m.** at the Arlington Heights Senior Center. Numbers are distributed when the Senior Center opens at 8:30. Phone and online registration begins at **9 a.m.** Call 847-392-0100 or go to **ahml.info** for additional information or to register.

Cord Cutting: Exploring Cable Alternatives

Prerequisite:	Intro to Computers or iPad Basics			Instructor	Coach
A .	April 20	Friday	9-12	Gregory Berger	Terry Gavin
B .	May 21	Monday	9-12	Gregory Berger	Anne Mura
C .	June 13	Wednesday	9-12	Gregory Berger	Donna Bohne

UPDATED Email

Prerequisite:	Intro to Computers or mouse & keyboard skills			Instructor	Coach
A .	May 16, 23	Wednesdays	9-12	Anne Mura	Terry Gavin
B .	June 18, 25	Mondays	9-12	Anne Mura	Mary Jo Henegan

UPDATED Excel 1

Prerequisite:	Windows 10 Essentials			Instructor	Coach
A .	April 18, 25	Wednesdays	9-12	Rose Osebold	Terry Gavin
B .	June 7, 14	Thursdays	9-12	Rose Osebold	Donna Bohne

UPDATED Excel 2

Prerequisite:	Excel 1 or mouse & keyboard skills			Instructor	Coach
A .	May 2, 9	Wednesdays	9-12	Rose Osebold	Paul Kochendorfer
B .	June 21, 28	Thursdays	9-12	Rose Osebold	Ed Michalski

Google Calendar

Prerequisite:	Email 1 or mouse & keyboard skills			Instructor	Coach
A .	June 22	Friday	9-12	Ed Michalski	Mary Jo Henegan

Internet

Prerequisite:	Intro to Computers or mouse & keyboards skills			Instructor	Coach
A .	June 5, 12	Tuesdays	9-12	Fred Masek	Donna Bohne

Intro to Computers

Prerequisite:	None			Instructor	Coach
A .	May 10, 17	Thursdays	9-12	Fred Masek	Donna Bohne

Please see additional listings on the reverse side

iPad / iPhone Basics

Prerequisite:				Instructor	Coach
A .	April 17, 24	Tuesdays	9-12	Rich Fabits	Donna Bohne
B .	May 7, 14	Mondays	9-12	Paul Kochendorfer	Terry Gavin
C .	June 1, 8	Fridays	9-12	Rich Fabits	Anne Mura

iPad / iPhone Beyond Basics

Prerequisite:				Instructor	Coach
A .	April 26, May 3	Thursdays	9-12	Ed Michalski	Terry Gavin
B .	May 15, 22	Tuesdays	9-12	Rich Fabits	Donna Bohne
C .	June 20, 27	Wednesdays	9-12	Rose Osebold	Anne Mura

iPad & iPhone Photos

Prerequisite:				Instructor	Coach
A .	May 29	Tuesday	9-12	Paul Kochendorfer	Terry Gavin
B .	June 29	Friday	9-12	Paul Kochendorfer	Rose Osebold

Navigating Finance

Prerequisite:				Instructor	Coach
A .	May 1	Tuesday	9-12	Rose Osebold	Donna Bohne
B .	June 6	Wednesday	9-12	Rose Osebold	Terry Gavin

Preserve your Pictures, Home Movies and Slides

Prerequisite:				Instructor	Coach
A .	May 25	Friday	9-12	Bryan Bednarek	Ed Michalski
B .	June 11	Monday	9-12	Bryan Bednarek	Terry Gavin

Windows 10 Essentials

Prerequisite:				Instructor	Coach
A .	April 16, 23	Mondays	9-12	Paul Kochendorfer	Anne Mura
B .	May 11, 18	Fridays	9-12	Ed Michalski	Mary Jo Henegan
C .	June 19, 26	Tuesdays	9-12	Rich Fabits	Donna Bohne

Senior Center Tech Classes

Spring 2018

Conducted by the Arlington Heights Memorial Library

Held at the Arlington Heights Senior Center

1801 W. Central Rd. Arlington Heights

In-person **Spring Registration** will be held on Monday, **April 2**, from **9–11 a.m.** at the Arlington Heights Senior Center. Numbers are distributed when the Senior Center opens at 8:30. Phone and online registration begins at **9 a.m.** Call 847-392-0100 or go to **ahml.info** for additional information or to register.

Cord Cutting: Exploring Cable Alternatives

Prerequisite: Intro to Computers or iPad Basics

Save hundreds of dollars annually by cutting your cable and phone cord! This program will explore cost-effective alternatives to cable (Netflix, Roku, Sling, Apple TV, Hoopla, etc) and traditional land line phones (mobile, Google Voice, etc).

Email

Prerequisite: Intro to Computers or mouse & keyboard skills

Learn the basics of sending and receiving email using Google's free email service. You will practice sending and receiving messages, adding your friends and relatives as contacts and viewing attachments. You will also learn how to organize your email as well as save and send attachments such as pictures.

Excel 1

Prerequisite: Windows 10 Essentials

This class covers the basics of Microsoft Excel 2016 using the Excel Ribbon. Learn to enter text, create formulas, and use basic functions to automate your checkbook and create a shopping list. Explore other projects that can you do with Excel. Bring a flash drive to class to save your work.

Excel 2

Prerequisite: Excel 1

This class is for students who have Microsoft Excel 2016 or later. Learn to use Excel to analyze your data. Extend your use of formulas and functions by building worksheets that track medical expenses, loan amortizations and gas mileage. Work with multiple spreadsheets and customize print settings. Bring a flash drive to class to save your work.

Google Calendar

Prerequisite: Email 1 or Gmail experience

Use Google's free Calendar to organize your schedule. Add stand-alone and recurring appointments and get daily email reminders. Share your schedule with family or friends.

Internet

Prerequisite: Intro to Computers or mouse & keyboard skills

A two-session class designed for internet users. Use Google's Chrome browser to navigate web sites, search for information, print, and incorporate safe internet practices.

Intro to Computers

Prerequisite: None

A two-session class for beginning students. This class uses the Windows 10 operating system but is suitable for any beginner using a PC. Learn to use the correct terminology, develop basic mouse skills, play a game, get a taste of the internet, and create your first word processing document.

iPad/iPhone Basics

Prerequisite: None, but Internet helpful

In this two-session class, get hands on experience setting up and using an iPad or comparable tablet. Get helpful tips for using standard iPad apps like Mail and Safari. You do not need to own an iPad to take this class, but can bring your own device to use the second week of class.

iPad/iPhone: Beyond Basics

Prerequisite: iPad Basics or experienced user

In this two-session class, get hands on experience using FaceTime and iMessage to easily communicate with other Apple users. Take notes, use maps, and read books. Customize your iPad settings and use voice commands to operate your iPad or iPhone.

iPad & iPhone Photos

Prerequisite: iPad Basics or experienced iPhone / iPad user

Learn to take and edit photos using your iPad or iPhone. Organize your photos in albums and share with friends and family. You can bring your own iPhone or iPad to class.

Navigating Finance

Prerequisite: Internet

Learn how Finviz.com can help you look up and track information about your investments online.

Windows 10 Essentials

Prerequisite: Intro to Computers or mouse & keyboard skills

Two sessions designed for students to expand their knowledge of operating in a Windows 10 environment. This class will help you learn how to find and run programs on your computer and take advantage of new Windows features to find, copy, download, and properly organize your files. This course is structured for those new to Windows as well as experienced users upgrading to Windows 10.