

# Senior Center Tech Classes

## Summer 2018

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

In-person **Summer Registration** will be held on Monday, **July 9**, 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

<b>Prerequisite:</b>	Intro to Computers or iPad Basics			<b>Instructor</b>	<b>Coach</b>
A .	July 25	Wednesday	9-12	Gregory Berger	Anne Mura
B .	September 10	Monday	9-12	Gregory Berger	TBD

### Email

<b>Prerequisite:</b>	Intro to Computers or mouse & keyboard skills			<b>Instructor</b>	<b>Coach</b>
A .	August 6, 13	Mondays	9-12	Anne Mura	Donna Bohne
B .	September 5, 12	Wednesdays	9-12	Anne Mura	Terry Gavin

### Excel 1

<b>Prerequisite:</b>	Windows 10 Essentials			<b>Instructor</b>	<b>Coach</b>
A .	August 9, 16	Thursdays	9-12	Rose Osebold	Donna Bohne

### Excel 2

<b>Prerequisite:</b>	Excel 1 or mouse & keyboard skills			<b>Instructor</b>	<b>Coach</b>
A .	August 22, 29	Wednesdays	9-12	Rose Osebold	Ed Michalski

### Google Calendar

<b>Prerequisite:</b>	Email 1 or mouse & keyboard skills			<b>Instructor</b>	<b>Coach</b>
A .	September 11	Tuesday	9-12	Rich Fabits	Donna Bohne

### Internet

<b>Prerequisite:</b>	Intro to Computers or mouse & keyboards skills			<b>Instructor</b>	<b>Coach</b>
A .	September 18, 25	Tuesdays	9-12	Fred Masek	Terry Gavin

### Intro to Computers

<b>Prerequisite:</b>	None			<b>Instructor</b>	<b>Coach</b>
A .	July 26, August 2	Thursdays	9-12	Rich Fabits	Mary Jo Henegan
B .	August 23, 30	Thursdays	9-12	Fred Masek	Donna Bohne
C .	September 14, 21	Fridays	9-12	Ed Michalski	Terry Gavin

Please see additional listings on the reverse side

### **UPDATED iPad / iPhone Basics**

<b>Prerequisite:</b>				<b>Instructor</b>	<b>Coach</b>
A .	July 24, 31	Tuesdays	9-12	Rose Osebold	Mary Jo Henegan
B .	August 17, 24	Fridays	9-12	Rich Fabits	Terry Gavin
C .	September 6, 13	Thursdays	9-12	Ed Michalski	Donna Bohne

---

### **UPDATED iPad / iPhone Beyond Basics**

<b>Prerequisite:</b>				<b>Instructor</b>	<b>Coach</b>
A .	August 8, 15	Wednesdays	9-12	Ed Michalski	Anne Mura
B .	August 28, September 4	Tuesdays	9-12	Paul Kochendorfer	Terry Gavin
C .	September 19, 26	Wednesdays	9-12	Rich Fabits	Mary Jo Henegan

---

### **UPDATED iPad & iPhone Photos**

<b>Prerequisite:</b>				<b>Instructor</b>	<b>Coach</b>
A .	August 27	Monday	9-12	Rose Osebold	Terry Gavin
B .	September 27	Thursday	9-12	Paul Kochendorfer	Donna Bohne

---

### **Mailing Lists & Labels**

<b>Prerequisite:</b>				<b>Instructor</b>	<b>Coach</b>
A .	August 31, September 7	Fridays	9-12	Ed Michalski	Terry Gavin

---

### **Preserve your Pictures, Home Movies and Slides**

<b>Prerequisite:</b>				<b>Instructor</b>	<b>Coach</b>
A .	August 7	Tuesday	9-12	Bryan Bednarek	TBD
B .	September 28	Friday	9-12	Bryan Bednarek	Ed Michalski

---

### **Windows 10 Essentials**

<b>Prerequisite:</b>				<b>Instructor</b>	<b>Coach</b>
A .	July 23, 30	Mondays	9-12	Paul Kochendorfer	Anne Mura
B .	August 14, 21	Tuesdays	9-12	Rose Osebold	Donna Bohne
C .	September 17, 24	Mondays	9-12	Paul Kochendorfer	Mary Jo Henegan

---

# Senior Center Tech Classes

## Summer 2018

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

In-person **Summer Registration** will be held on Monday, **July 9**, 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. Try 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.

### **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.

## **Mailing Lists & Labels**

Prerequisite: Microsoft Word or Excel experience

In this two-session class, print address labels from a Word or Excel address file. Learn how to automatically address holiday letters to your address book recipients.

## **Preserve your Pictures, Home Movies and Slides**

Prerequisite: Intro to Computers or mouse & keyboard skills

Clear out some space in your home by converting your photos, home videos, and 35mm slides to digital. You'll learn about the right equipment to use, how to get the best image quality, and the best way to store your newly digitized memories.

## **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.