Active Adult Computer Classes January-April

Raleigh

12/3/21

Please pre-register for all classes. Classes that have not met the minimum number of students may be cancelled.

How to Register:
1. Online via RecLink   parks.raleighnc.gov
2. In-person at any Raleigh PRCR facility

Anne Gordon Center for Active Adults	1901 Spring Forest Road	919-996-4720
Five Points Center for Active Adults	2000 Noble Road	919-996-4730
Walnut Terrace Center	1256 McCauley Street	919-996-6160

Android Phone Basics 1

Get comfortable using your Android Phone in this Android Phone Basics 1 course. Please bring your Android Phone because none will be provided. Please know your Android Account information which is typically your Google account info (GMAIL). Please be advised the screenshots shown in class may not match your Android phone exactly due to the different manufacturers that sell Android phones. Learn to create contacts, text, make phone calls, take & share photos, connect to Wi-Fi and how to get directions using Google Maps. For more information about this class please contact Tommy Hodges at 919-996-2458.

Anne Gordon Center for Active Adults
Jan 26-Feb 2   W   10:00-11:30AM Fees: $12

Five Points Center for Active Adults
Mar 24-Mar 31   Th   10:00-11:30AM Fees: $12

Android Phone Basics 2

Prerequisite: Android Phone Basics 1. Learn about Google Assistant and how you can say or type commands to get help by: having Google Assistant tell you how the traffic is, Finding the News, Playing Relaxing Music, Directions, the Weather, and more. Learn about Google Lens which helps you find product prices in stores with only a barcode! Plus learn about the Google Play Store and how to download and install useful apps on your smartphone. Learn how to use your quick settings, calendar settings, Clock, Alarm, and Memos. Please bring your Android Phone because none will be provided. Please know your Android Account Information (typically your GMAIL account).

Anne Gordon Center for Active Adults
Feb 9-Feb 16   W   10:00-11:30AM Fees: $12

Five Points Center for Active Adults
Apr 7-Apr 14   Th   10:00-11:30AM Fees: $12

Android Tablet 1

Did you recently purchase an Android Tablet but don't know how to use it? Register today and learn on your own device! The only requirements: Bring your account information and your own tablet. Tablets will not be provided. If you have any questions about this class please contact Tommy Hodges 919-996-2458.

Five Points Center for Active Adults
Apr 21-Apr 28   Th   10:00-11:30AM Fees: $12

App Based Taxi and Food/Grocery Delivery Services like UBER

Learn how to get car rides on demand with budget friendly options using apps on your smart phone! It is an easy way to give you freedom to get around at your convenience - go anywhere you want to go - when you want to do it! Plus learn how to get food delivered from your favorite restaurants and grocery stores to your home. All through the convenience of your smartphone and the Internet! If you can't go out or don't feel like driving no problem, have it delivered or get a car ride! We will show you how you can do it safely and easily. Some of the apps we will cover are UBER, LYFT, Grubhub, UberEATS, Doordash, Postmates, Instacart, and Shipt! Prerequisite: You must have working knowledge of your smartphone and your phone's App Store.

Anne Gordon Center for Active Adults
Jan 24   M   10:00AM-12:00PM Fees: $6
Apr 25   M   10:00AM-12:00PM Fees: $6

Five Points Center for Active Adults
Mar 1   Tu   2:00-4:00PM Fees: $6

Apple Laptop Basics 1
Prerequisite: Must know your Apple ID and Password and bring it to class. You must bring your own Apple laptop to class. One will not be provided. This course is for beginners or new users who are just starting off using an Apple laptop. Objectives: Students will be introduced to the basics of Internet usage; how to connect to Wi-Fi; Web Surfing and saving your favorite websites using the web browser Safari; always know the weather using the Weather App; learn how to Shut Down and Restart; plus, how to utilize gestures and adjust some system preferences.
Anne Gordon Center for Active Adults
Feb 23-Mar 2   W   10:00-11:30AM Fees: $12

Apple Laptop Basics 2
Prerequisite: Must know your Apple ID and Password and bring it to class. You must bring your own Apple laptop to class. One will not be provided for you. This course is for beginners or new users who are just starting off using an Apple laptop. Objectives: Students will be introduced to Pages which is Apple's version of Microsoft Word. Learn how to simply create a document; save the document; create a folder; and delete files while using Pages. We cover a multitude of quick key commands and multiple ways to handle, copy, and move files. For more information about this class please contact Tommy Hodges at 919-996-2458.
Anne Gordon Center for Active Adults
Mar 9-Mar 16   W   10:00-11:30AM Fees: $12

Apple Time Machine: How to back up your Apple Computer
Prerequisite: Must know your Apple ID and Password and bring it to class. You must bring your own Apple laptop to class. One will not be provided. Apple's Time Machine is a backup software application that allows you to back up EVERYTHING on your Apple laptop. If you have an Apple computer then you already have Time Machine. But are you using it? In this class I will show you how to use Time Machine to back up your computer to an external hard drive. In addition to Time Machine, you will also learn how to create a disk image as well as a boot disk. If you want to learn how to back up your files then you definitely should attend.
Anne Gordon Center for Active Adults
Mar 23   W   10:00AM-12:00PM Fees: $12

Computer Basics 1
Prerequisite: Little or no computer skills. Class will be using computers that have the Windows 10 operating system. This course is for beginners or new users who are just starting off using a computer, mouse, and keyboard. Objectives: improve skills in these areas and teach participants to use the Microsoft store to get free and paid applications for their computer. Plus learn to install and uninstall applications. Understand how to charge, sleep, shutdown, turn on your computer and connect to Wi-Fi. Learn how to go online and search the Internet. For more information about this class please contact Tommy Hodges at 919-996-2458.
Anne Gordon Center for Active Adults
Feb 21-Feb 28   M   10:00-11:30AM Fees: $12
Mar 30-Apr 6   W   10:00-11:30AM Fees: $12
Five Points Center for Active Adults
Jan 11-Jan 18   Tu   10:00-11:30AM Fees: $12

Computer Basics 2
Prerequisite: 'Computer Basics 1' or equivalent computer knowledge. Class will be using computers that have the Windows 10 operating system. This course is for students who have basic computer experience using the mouse and keyboard. Learn the basics of Windows 10 as well as how to use some of the different features and functions. See how to save and find files inside folders that you create using an application (Microsoft Word). Learn how to surf the web, save favorites, and shop safely. Feel confident in understanding how to clear your web browser history as well as passwords your web browser may remember even when you don't want it to.
Anne Gordon Center for Active Adults
Mar 7-Mar 14   M   10:00-11:30AM Fees: $12
Mar 30-Apr 6   W   2:00-3:30PM Fees: $12
Five Points Center for Active Adults
Jan 25-Feb 1   Tu   10:00-11:30AM Fees: $12

Computer Basics 3
Prerequisite: 'Computer Basics 1' or equivalent computer knowledge. Have you ever wanted to make copies of your work or maybe store those files as a backup? This class goes into detail on how to save files, create folders, delete files and backup your computer. In addition to this, you will see how to save files using an external hard drive as well as a USB or 'Flash' drive. Learn how to create a disk image, a boot disk, and utilize File History to make backups on your computer.
Anne Gordon Center for Active Adults
Mar 21-Mar 28   M   10:00-11:30AM Fees: $12
Apr 13-Apr 20   W   10:00-11:30AM Fees: $12
Five Points Center for Active Adults
8-Feb 15 Tu   10:00-11:30AM Fees: $12

Computer Basics 4

In this course we concentrate solely on the Windows 10 Operating System Settings. Have more control over your computer by learning more about your system. Prerequisite: It is recommended that you have taken Computer Basics 1 and 2 or have good navigational skills within the Windows 10 Operating System. *A computer will be provided* Learn about Windows Troubleshoot, Quick Actions in the Action Center, Sharing files with people nearby, Night Light, Snip & Sketch, Control when Windows Updates, make your display, cursor, pointer, and text larger, Clipboard History, collaborate / share files with others, and an overview of using OneDrive. Understand how to take control and customize using Settings. Contact Tommy Hodges for more information about this class at 919-996-2458.

Five Points Center for Active Adults

Feb 22-Mar 1   Tu   10:00-11:30AM Fees: $12

Computer Network Basics 1

In this class learn the theory behind setting up a basic wireless network in your home using the Internet for your wireless devices like laptops and smartphones. Since every modem and wireless router is different, we will discuss generalities on how to set it up in your own home. This is a fantastic class for those interested in maintaining or setting up their own network. Plus, learn how you can save a little bit of money buying the equipment yourself instead of renting. There are no prerequisites. This class is also recommended for those who have attended our Cutting the Cord class. For more information about this class please contact Tommy Hodges at 919-996-2458.

Five Points Center for Active Adults

Mar 8   Tu   10:00AM-12:00PM Fees: $6

Cutting the Cord: What does it mean and how does it work?

'Cutting the Cord' is a phrase that you hear a lot. Often it is associated with steps to lower your television or cable bill. But what does it actually mean and how would you even begin? In this class we will look at how television entertainment is evolving onto different types of platforms: cable, satellite, antenna, and online. Learn the steps some people are taking to 'cutting the cord'. But at the end of the day are you really cutting the cord or simply paying for television on a different platform? Is it worth your time to try it? You be the judge. For more information about this class please contact Tommy Hodges at 919-996-2458.

Anne Gordon Center for Active Adults

Jan 12-Jan 19   W   10:00-11:30AM Fees: $12
Feb 2-Feb 9   W   2:00-3:30PM Fees: $12

Apr 13-Apr 20   W   2:00-3:30PM Fees: $12
Five Points Center for Active Adults
Feb 15-Feb 22   Tu   2:00-3:30PM Fees: $12
Mar 15-Mar 22   Tu   10:00-11:30AM Fees: $12

Electronic Coupons

Most stores are moving to the use of electronic coupons. This can be a great way to save not only paper, but also time and money! We'll show you how to collect coupons using popular apps on your smart phone and ditch those scissors and newspapers. Keep all of your coupons in the same place! Plus we will show you how to redeem them to save some dough at the register! We will go over stores like Harris Teeter, Target, Whole Foods, Food Lion, Publix, and Lidl. You may need a key tag account to link your coupons too - For example a rewards card from those stores. For more information about this class please contact Tommy Hodges at 919-996-2458.

Five Points Center for Active Adults

Feb 10   Th   10:00-11:30AM Fees: $6
Feb 24   Th   10:00-11:30AM Fees: $6

Excel Basics 1

In Excel Basics 1 you will learn how to use a budget template to create and maintain a monthly budget. This project is a simple project that will allow you to learn some of the basics of using Excel while building a budget. Learn how to create charts and have a good understanding of cells, tables, rows, and basic formulas. Prerequisite: Computer Basics 1, 2, and 3 or a strong understanding of how to use the Windows 10 Operating System. For more information about this class please contact Tommy Hodges at 919-996-2458.

Anne Gordon Center for Active Adults

Jan 10   M   10:00AM-12:00PM Fees: $6
Apr 27   W   2:00-3:30PM Fees: $6
Five Points Center for Active Adults
Feb 17   Th   10:00AM-12:00PM Fees: $6

Gimp Photo Editing

Learn to use GIMP, a photo editing program that can help make your images look unique. GIMP is a free and open-source raster graphics editor used for image retouching, editing, free-form drawing, converting between different image formats, and more specialized tasks. GIMP is similar to the professional photo editor Adobe Photoshop. For more information about this class please contact Tommy Hodges at 919-996-2458. Prerequisite: 'Computer Basics 1' or equivalent computer knowledge.

Five Points Center for Active Adults

Mar 29-Apr 5   Tu   10:00-11:30AM Fees: $12

Gimp Photo Editing Basics 2
If you are excited about editing photos with software that has the features of those professional programs, then you should check out GIMP. Back by popular demand here is part 2 of our Gimp Photo Editing series. GIMP is a free and open-source raster graphics editor used for image retouching and editing, free-form drawing, converting between different image formats, and more specialized tasks. Learn to use GIMP, a photo editing program that has some similar features that the professional photo editing programs use like Adobe Photoshop! For more information about this class please contact Tommy Hodges at 919-996-2458. Prerequisite: 'Computer Basics 1', Gimp Basics 1,or equivalent knowledge.
Five Points Center for Active Adults
Apr 12-Apr 19   Tu   10:00-11:30AM Fees: $12

GMAIL Basics 1
Nowadays, you need an email address for almost everything: Rewards programs, subscriptions, online receipts, and access to more knowledge through online newsletters require you to have an email account. Even medical offices ask for your email when making appointments because they want you to use their online portal! In this class we will show you how to create an email account and how to use it. *You must have a working knowledge of using a computer or you have already taken Computer Basics 1 and 2. For more information about this class please contact Tommy Hodges at 919-996-2458.
Anne Gordon Center for Active Adults
Jan 31   M   10:00AM-12:00PM Fees: $6

Google Applications Overview
Did you know if you have a Google or GMAIL account you have access to many free applications? Everything from word processing to spreadsheets to presentation software is at your fingertips for FREE and you probably didn't even know you had access to it. In this class you will learn about several free Google applications. This includes Google Maps, Earth, Drive, YouTube, Google Docs, Calendar, and others. For more information about this class please contact Tommy Hodges at 919-996-2458. Prerequisite: 'Computer Skills 1' or equivalent.
Five Points Center for Active Adults
Mar 8-Mar 15   Tu   2:00-3:30PM Fees: $12

Google Photos Intro
Learn basic photo editing, photo sharing, and steps to create a photo book using the Google Photos app. Please bring your own smart phone, iPad or tablet - but it is not required. If you have a Google account already you will not need to create an account, but you will need to bring your Google account's

Username and Password to class. If you do not have an account, we will provide you with the information to create one on your own. If you do not wish to create an account, then you may observe.
Anne Gordon Center for Active Adults
Jan 12-Jan 19   W   2:00-3:30PM Fees: $12
Feb 7-Feb 14   M   10:00-11:30AM Fees: $12
Five Points Center for Active Adults
Mar 22-Mar 29   Tu   2:00-3:30PM Fees: $12

iCloud Basics for iPad/iPhone
If you own an Apple product then you have iCloud. If you lost your Apple Device, iCloud could help you find it. It even comes with free word processing, spreadsheet, and presentation software that can be accessed by both Windows and Apple computers via the web for free! The iCloud is a virtual hard drive service allows users to securely store photos, videos, documents, apps, music and so much more online! It also lets you sync multiple devices, including your iPad, iPhone, iPod and PCs running Mac OS or Windows. Prerequisite: 'iPad/iPhone Basics 1' or Intermediate user. Bring your Apple device PLUS your Apple ID and password.
Anne Gordon Center for Active Adults
Mar 23   W   2:00-4:00PM Fees: $6
Five Points Center for Active Adults
Feb 8   Tu   2:00-4:00PM Fees: $6

Introducing SIRI - Your Personal Assistant for iPad/iPhone
Do you hate typing when you are on your iPad, iPhone, or Apple Laptop? Wish you could just say what you want your device to do like send a text message, call a friend, or remind me to buy bananas the next time IÃ¢Â€Â™m near the grocery store without bumbling around on your Apple device? Well you can. And it is called Siri! Using your voice, you can get Siri to do all sorts of things like add appointments to your calendar, grocery lists and so much more! Get to know Siri, your personal assistant on your Apple device. Prerequisite: 'iPad/iPhone Basics 1' or intermediate user. Bring your Apple device like you iPhone or iPad. PLUS your Apple ID and password.
Five Points Center for Active Adults
Feb 3   Th   10:00AM-12:00PM Fees: $6

iPad Basics 1

You just got your iPad, now what do you do with it because it certainly didn't come with a manual? Join us as we show you how to perform a quick search, set reminders, Facetime, Alarms, create Folders, Photo App Sharing and Editing, Connect to Wifi, use the QR Code reader, Airdrop, open and close Applications, lock screen and power down, learn where your Apple ID is located, check out your notifications feed page, use your camera, control panel and more! Introduction to the basics of owning an iPad. Must bring: Your own iPad PLUS your Apple ID & Password. Contact Tommy Hodges for more information regarding this course at 919-996-2458.

Five Points Center for Active Adults

Apr 5-Apr 12   Tu   2:00-3:30PM Fees: $12

iPad Basics 2

Learn to view existing email accounts using Mail app, Search and Download Apps from Apple Store, Search locations, how to look at suggested searches, directions to home and work, Managing Apps, Customize Notification Settings, Customize Do Not Disturb, Create and Manage Contacts, Calendar, Maps, Weather, Safari, Mail, Messages, Customize Control Center, How to Access All Connected Devices under a single Apple ID, Personal Info, and more! Prerequisite: 'iPad/iPhone Basics 1' or if you are an Intermediate user. Bring your iPad or iTouch PLUS your Apple ID and Password. Contact Tommy Hodges for more information regarding this course at 919-996-2458.

Five Points Center for Active Adults

Apr 19-Apr 26   Tu   2:00-3:30PM Fees: $12

iPhone Basics 1

You just got your iPhone, now what do you do with it because it certainly didn't come with a manual? Join us as we show you how to perform a quick search, set reminders, Facetime, Alarms, create Folders, Photo App Sharing and Editing, Connect to Wifi, use the QR Code reader, Airdrop, open and close Applications, lock screen and power down, learn where your Apple ID is located, check out your notifications feed page, use your camera, control panel and more! Introduction to the basics of owning an iPhone. Must bring: Your own iPhone PLUS your Apple ID & Password. Contact Tommy Hodges for more information regarding this course at 919-996-2458.

Anne Gordon Center for Active Adults

Feb 23-Mar 2   W   2:00-3:00PM Fees: $12
Apr 11-Apr 18   M   10:00-11:30AM Fees: $12

Five Points Center for Active Adults

Jan 11-Jan 18   Tu   2:00-3:30PM Fees: $12

iPhone Basics 2

Learn to view existing email accounts using Mail app, Search and Download Apps from Apple Store, Search locations, how to look at suggested searches, directions to home and work, Managing Apps, Customizing Notification Settings, Customize Do Not Disturb, Create and Manage Contacts, Calendar, Maps, Weather, Safari, Mail, Messages, Customize Control Center, How to Access All Connected Devices under a single Apple ID, Personal Info, and more! Prerequisite: 'iPad/iPhone Basics 1' or if you are an Intermediate user. Bring your iPhone PLUS your Apple ID and Password. Contact Tommy Hodges for more information regarding this course at 919-996-2458.

Anne Gordon Center for Active Adults

Mar 9-Mar 16   W   2:00-3:30PM Fees: $12

Five Points Center for Active Adults

Jan 25-Feb 1   Tu   2:00-3:30PM Fees: $12

Microsoft Word Basics 1

Microsoft Word is a powerful program that you can use to create many different documents, brochures, etc. You can create your own document from scratch or select a template that Microsoft has already created. In this class you will learn how to: change the font, font size, create a bulleted list, set line spacing, insert tables, insert pictures, insert clip art, utilize text boxes, add WordArt, adjust the margins, utilize the built-in dictionary/thesaurus and more! This is a fantastic beginner class for Microsoft Word. Prerequisite: You must have taken Computer Basics 1 & 2 or have a working knowledge of the Windows 10 Operating System.

Anne Gordon Center for Active Adults

Feb 16   W   2:00-3:30PM   ees: $6
Apr 4   M   10:00AM-12:00PM   Fees: $6
Apr 27   W   10:00-11:30AM Fees: $6

New to Computers 1

This is the first in a series of Digital Literacy classes where you can learn the essentials to using a computer. If you are brand new to computers, then you are signing up for the right class! In this first program we break down the essentials for you to get on any computer and get online to explore, shop, pay bills, find out when a store opens/closes, get directions and more! Learn how to use a mouse while understanding the key differences between left-clicking and right-clicking. Understand how to get on the Internet and 'Surf' the World Wide Web safely and most importantly, securely! Plus learn how to play games for free on your computer. *A computer will be provided*

Peach Road Community Center

Jan 10   M   2:30-4:30PM Fees: $0

Feb 21   M   2:30-4:30PM Fees: $0

Apr 25   M   2:30-4:30PM Fees: $0

New To Email 1

Email is a form of communication that citizens and businesses use daily. We will show you how to set up and use GMAIL in this 2 hour long class. *A computer will be provided*

Peach Road Community Center

Jan 31   M   2:30-4:30PM Fees: $0

Mar 21   M   2:30-4:30PM Fees: $0

TechRefresh

TechRefresh is an exciting new program that allows students who have previously completed a Digital Inclusion Adult Technology class to return and ask questions about the material that was previously covered or requires further explanation. Only those who have completed a course related to the refresh topic during a predetermined grace period are eligible to participate in this free program. Your TechRefresh time with an instructor is scheduled in advance and we require you to show up 15 minutes early for set up.

Five Points Center for Active Adults

iPhone Refresh

Jan 20   Th   10:00AM-12:00PM Fees: $0

iPhone Refresh

Mar 10   Th   10:00AM-12:00PM Fees: $0

Computer Basics Refresh

Jan 13   Th   10:00AM-12:00PM Fees: $0

Mar 3   Th   10:00AM-12:00PM Fees: $0

Android Phone Refresh

Jan 27   Th   10:00AM-12:00PM Fees: $0

Mar 17   Th   10:00AM-12:00PM Fees: $0

Tips on Purchasing a Computer

Want to buy a computer, but don't know where to start? You're finally ready to purchase a computer, but you can't decide what type of computer you should get. First you need to decide specifically what you are going to do with your computer. And only you can decide this. But before you go to the store, let us help you understand the differences between a laptop, desktop, and tablet and all the tech that can be found in each. So that you will have an idea of what you should be looking for when you make your decision. Then you can decide which will work best for your needs.

Anne Gordon Center for Active Adults

Jan 26   W   2:00-3:30PM Fees: $6

Five Points Center for Active Adults

Apr 26   Tu   10:00AM-12:00PM Fees: $6