- INTERNET RELATED -

FACEBOOK (1 DAY)   **FEE: $15**
Learn how to register and navigate on the Facebook website. You will learn how to enter Profile Information, what Facebook Buttons are used for, how to Find and Add Friends, how to Add Photos, how to Post Status Updates on Your Wall, how to Write on a Friend's Wall and many more fun things to do with Facebook.
Thursday, 1/27, 10am - 12 Noon   **20405-12**

BUYING AND SELLING ON EBAY (2 WKS.)   **FEE: $15**
Learn how to register and navigate on the eBay website. You will learn how to buy and sell items on eBay, as well as how to verify a seller's credibility. **A valid email address that you can access remotely in the workshop is required.**
Thursdays, 1/13 - 1/20, 10am - 12 Noon   **20405-11**

CLOUD COMPUTING OR STORAGE   **(2 WKS) FEE: $15**
What is the cloud? Where is the cloud? In this class, students will learn how to save and store files/folders to the "cloud". Several of the most popular "Clouds" will be explored. These include Microsoft OneDrive and Google Drive.
Fridays, 1/14 - 1/21, 10am - 12 Noon   **20405-13**

COMPUTER & INTERNET SECURITY – WHAT TO DO? (1 DAY)   **FEE: $15**
Staying safe online is essential in today's world. Learn all about online safety and get Internet safety tips. Learn about Creating Strong Passwords, Your Browser's Security Features, Avoiding Spam and Phishing, How to Avoid Malware, Safe Online Shopping,
Thursday, 3/3, 10am - 12 Noon   **20405-20**

- CLOUD BASED SOFTWARE DEMOS -

INTRO TO OFFICE 365 (DEMO ONLY)(1 DAY)   **FEE: $0**
Are you curious about the differences that an online subscription to Office 365 will mean? Do you wonder if you will be able to recognize the familiar programs you are used to: Outlook, Word, Excel, etc.? This will not be an instructional session, but if you have access to Office 365, you will have a chance to login and follow along with the demonstration.
Wednesday, 1/19, 6 - 8pm   **20405-01**

INTRO TO GOOGLE WORKSPACE (DEMO ONLY)(1 DAY)   **FEE: $0**
Do you have a Gmail address? Are you aware that you now have access to many of the features of Google Workspace? Not just email, but Docs, Sheets, Calendar, etc.? Did you know that there are apps for your phone and/or iPad that allow you to access the same files/information? This will not be an instructional session, but if you have a gmail, you will have a chance to login and follow along with the demonstration.
Wednesday, 1/26, 6 - 8pm   **20405-10**

- PICTURES / MOVIES -

HOW TO IMPROVE AND EDIT YOUR PICTURES (1 DAY) FEE: $15
Learn how to use this free editing tool for image enhancement. You will be able to crop, improve lighting and colors, remove objects, make a slideshow and more. A great tool and it is free.
Wednesday, 2/16, 1:30 - 3:30pm   **20405-08**

HOW TO DOWNLOAD PICTURES FROM SMART PHONES AND CAMERAS   **(1 DAY) FEE: $15**
Learn how to get your pictures from your camera and smartphone to your computer using either the device cable, a card reader or the SD reader slot in your computer. **Bring your camera or smart phone and cables to class for hands-on experience.**
Thursday, 2/3, 10am - 12 Noon   **20405-15**

ROSWELL ADULT LEARNING CENTER

ADULT COMPUTER CLASSES
WINTER 2022
(JANUARY - MARCH)

All classes held at:
Roswell Adult Recreation Center
830 Grimes Bridge Road
Roswell, Georgia 30075
Front Desk: (770) 641-3950

Registration is available in person at the Roswell Adult Recreation Center
Or online at
https://www.roswellgov.com/register
(Choose "Active Adults" & "Technology")
(Free account is required)

For full course descriptions, visit our website @ www.roswellalc.org

Important Note:
Software used in the classroom may be different from what you have at home, but you should be able to apply what you learn to your home environment

- COMPUTERS -

COMPUTER BASICS 101 (8 WKS.)　　　FEE: $45
Does sitting at a computer scare you? Has it been so long you just don't feel like trying to start up the computer? This class is for you. We will start with how to turn on the computer, the use of the mouse, how to get around the computer, how to create, store and print documents, how to get into and use the Internet, and create and use your personal email account.
Tuesdays, 1/11 - 3/1, 10am – 12 Noon　　　20404-02

COMPUTER BASICS 102 (8 WKS.)　　　FEE: $45
This course is for users that would like to expand their knowledge of a computer that runs the Microsoft system. It includes information on computing terms, the Desktop, various devices, operating systems and software, networking and internet basics, data, security, customizing, printing, and working with folders and files. **(No class 1/17)**
Mondays, 1/10 - 3/7, 1:30 – 3:30pm　　　20404-03

CLEAN MY COMPUTER? (1 DAY)　　　FEE: $15
Is your computer slow and getting slower? Do you know how to clean your computer? The class will discuss how to identify and use computer software to free up disk space on a computer's hard drive. The software will search and analyzes the hard drive for files that are no longer of any use, and then removes the unnecessary files. Malicious software, including rogue security software, adware, malware and spyware will be removed. Some of the software are available in both a free and a paid version.
Thursday, 2/17, 10am – 12 Noon　　　20405-17

UNDERSTANDING FOLDERS & FILES (1 DAY)　　　FEE: $15
Learn how to organize the contents of your computer by creating folders and sub-folders. How to rename a folder and the different ways to display your list of folders and files?
Thursday, 2/24, 10am - 12 Noon　　　20405-18

COMPUTER JARGON (1 DAY)　　　FEE: $15
What is all this computer stuff? In this class, you will receive a general introduction to the basic definitions/concepts of what is computer hardware, software, and peripheral devices.
Tuesday, 2/1, 1:30 – 3:30pm　　　20405-21

- WINDOWS -

INTRO TO WINDOWS 10 (8 WEEKS)　　　FEE;$45
You will learn to use Windows 10, Microsoft© Edge, and Cortana, which can help you search for files and information on the web. Also covered is Finding and downloading Apps and Windows 10 email Apps. Students will learn how to work with files and folders and to save files on One Drive, a cloud storage App. Students will be shown how to back up files and fix simple problems.
Wednesdays, 1/12 – 3/2, 10am–12N　　　20404-06

WINDOWS 10 LATEST UPDATES (1 DAY)　　　FEE: $15
This workshop will cover several useful tips and tricks in using Windows 10. Topics of discussions will be the latest windows features, the Start screens, screen resolution, the search function, deleting unnecessary files, editing photos, downloading YouTube videos, mail, unneeded files, and many other useful tips.
Wednesday, 2/9, 1:30 - 3:30pm　　　20405-07

HOW TO PERSONALIZE WINDOWS 10 (1 DAY)　　　FEE: $15
Learn how to personalize your PC settings that let you change your desktop background with pictures, slideshows, windows colors, lock screen background, Start menu, taskbar, themes options and more in Windows 10.
Thursday, 2/10, 10am – 12N　　　20405-16

- WORD -

MICROSOFT WORD PROCESSING (1 DAY)　　　FEE: $15
The class will provide a basic overview of what is Word 2016 and covers how to create a document, about Bold, underline, italicize words, open multiple documents, the Quick Access bar, Tabs, Spacing, inserting pictures, Margins, making columns, spell check and using Templates.
Tuesday, 1/11, 1:30 - 3:30pm　　　20405-14

- EXCEL –

BASIC OVERVIEW OF EXCEL (1 DAY)　　　FEE: $15
This class will provide a basic overview of what Excel is and will cover how to enter and format data and create spreadsheets/worksheets.
Thursday, 1/13, 1:30 - 3:30pm　　　20405-02

EXCEL: A LITTLE MORE FOR YOUR WORKBOOK (2 DAYS)FEE: $15
Have you taken the 8-week Introduction to Excel class? Do you wonder where to go next in your learning curve? This class will introduce some more advanced topics for the regular Excel user. If you have a spreadsheet that you work with that you just want to do more with.... bring it! We can use real world examples to create questions and then solve them together. **THIS CLASS IS NOT FOR BEGINNERS!**
Wednesday, 2/9 – 2/16, 6--8 PM　　　20405-09

- APPLE / iOS –

REVIEW OF iPAD/iPHONE BASICS (1 DAY)　　　FEE: $15
Bring your iPad or iPhone to review navigating between apps and screens, moving icons where you want them, notifications, and other options in the Settings app.
Wednesday, 2/2, 1:30 - 3:30pm　　　20405-19

- ANDROID -

ANDROID BASICS & MORE FUN (2 WKS.)　　　FEE: $15
Learn to enjoy your phone. This class will cover some basic features of the Android system such as power on/off, charging your phone, answering calls, voicemail, review the phone settings, about contacts, sending emails and pictures, the phone battery , working with maps, using the calendar, the alarm clock, Skype, Music, Bluetooth, the Internet and more. **(No Class 1/17)**
Monday, 1/10 - 1/24, 10am – 12 Noon　　　20405-06