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## Upcoming January, 2018 Classes

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See the ACL website [agecomputer.org](http://agecomputer.org) for complete class description and future classes.

[REGISTER ONLINE](#) (Classes will be cancelled 48 hours ahead if not enough enrollees.)

### **Basic Computer Tasks – The Internet: Securing Your Data – Password Mgt. App**

#### Understanding Your Computer (Thursday, January 11 at 10:00 a.m. – \$25)

Computers have a way of doing strange things and have strange ways of telling you. We will first cover basic things you need to know about your Microsoft Windows computer. For example, do you need all those icons on your desktop? How can you navigate around in your computer when you need to find things? We will then discuss Windows tips and tricks like: Do you know where to look on your display for the things you want to do? Does email cause you problems?...and more.

#### Keeping it Safe Online (Thursday, January 18 at 10:00 a.m. – \$25)

There are reports constantly in the news of people and businesses getting "hacked." We will go over ways to strengthen the security on your computer and protect your information from being lost. We will also address these same issues as they relate to cell phones and tablets.

#### Password Mgt: LastPass (Deal of the Month – Thursday, January 25 at 10:00 a.m. – \$10)

We're all trying to stay secure online and keep our financial and other information from being compromised! This is a beginning class in learning to work with LastPass, one of the popular password management tools. LastPass works across all devices (iPhones, iPads, other tablets, laptops, desktops), but this class covers only using the Chrome browser extension for LastPass.

### **Apple® Devices**

#### Apple: All Things Photo (Tuesday, January 16 at 1:00 p.m. – \$25)

Learn the Apples Photos App inside and out. Connect a camera or memory card to import pictures into Photos. Move or drag pictures directly from Photos to the desktop. Create new Albums within Photos. Use the new Memories feature and play slideshows. Edit photos. Share pictures between your devices using the photo streaming feature.

### **Finance Mgt. Tool**

#### Microsoft Quicken (Tuesday, January 23 at 1:00 p.m. – \$25)

Microsoft's Quicken is one of the most popular and fully functional financial programs for both home and/or small businesses. This seminar will help you understand how to better utilize Quicken to record your financial activities of bank accounts, credit cards and loans. It will also cover generating various summary reports for different time periods.

### **Google Apps – Using Google Photos for Storage**

#### Connecting with Google (Thursday, January 25 at 1:00 p.m. – \$25)

Google's online services are all about simplifying the way you manage day-to-day life. Whether using Gmail for fast access to email wherever you are, Calendar to plan your day, or Docs for rapid document creation, Google has you covered. In this class we will learn how to use Google's online apps, understand how they connect to each other, and learn how you can access them on the go. A question and answer period will be available at the end of the class as well.

#### Google Photos Syncing, and Storage (Wednesday, January 31 at 1:00 p.m. – \$25)

This is a beginning/intermediate class on learning to work with Google Photos for storage and other fun and useful features. We will start with the basics by taking a photo with our phone, uploading it, syncing it and starting our storage on the Google cloud site. You will need a Google Gmail account. If you do not have one, send an email to the instructor to help you get one. Please bring your devices well-charged and with cords, and remember your Google password.

## **Photography Projects**

[Make a Book](#) (Mondays, January 29 and February 5 at 1:00 p.m. – \$40 for both sessions)

*Digital photography has made photographers out of old and young. The problem is in the saving and viewing. The shoe box method of saving these photos is no longer available, so we need to be proactive in making prints, books, or magazines for future viewing. It's time to document and interface with our future generation. There is a one-week period between classes, to give you time to can get most of your pages done. It requires cover art work, which takes some time. Please be prepared to do a little homework to get the most benefit out of this class. This is a fun and productive class.*

## **iPhone Operating System**

[iPhone iOS 11](#) (Tuesday, January 30 at 10:00 a.m. – \$25)

*Learn all about the changes and new features added to the latest update to the iPhone Operating System. We will discuss what fixes and improvements were made in the new iOS, whether you should or should not upgrade at this time, what may be a cost exposure to you, and more.*

*Note: The student should have their iPhone power/USB cord to use in class.*

## **iTunes App**

[iTunes Basics: Syncing and Music](#) (Tuesday, January 30 at 1:00 p.m. – \$25)

*iTunes is a free application for your PC or Mac. It organizes and plays digital music, movies, video and TV shows on your computer, gives access to your Apple account and is a store for obtaining resources such as music, pod casts, videos, etc. iTunes is also used as the interface with Apple devices, such as iPods, iPhones and iPads to keep all their content in sync between the device and the PC.*

*Note: Bring your Apple device and USB cable to use with iTunes.*