

Courses for Fall 2023

Apple Courses for Mac Users

Working with Mac OS Ventura - \$20

Ventura is a recent operating system for Macintosh computers (version 10.14). Explore its capabilities, including menu functions; creating, organizing, and retrieving files and folders; configuration options (System Preferences); major Apple apps such as Safari and Mail; routine maintenance and troubleshooting; installing and working with printers; the Apple Store; software updates; downloading files and programs; security; and backing up and restoring files. **Note:** Not intended for new Mac users. Intended to enhance experienced users' home computing.

Prerequisite: Must have experience using a Mac.

Windows Courses for PC Users

Windows 11 - \$10

Are you confused about what to do about Windows 11? It has been out for over a year and many people have successfully made the transition. We can help you navigate and use Windows 11 without too much fuss, covering new features and changes with Start, multitasking with Snap, menu options, and more. Come to the class and see what lies ahead. You are welcome to bring your laptop to use for the class.

Prerequisites: Must have some experience using Windows 11.

Apps Courses

For Web, Mobile Devices, and All Computers

Zoom Coaching 1 on 1 - (no charge)

Not ready to be back to in-person meetings, want to take remote learning classes, or want to videoconference with friends and family from afar? This "remote" one-on-one coaching session will help you feel more comfortable with Zoom. Learn how to: download the Zoom app, join a meeting, set up a meeting, mute your microphone, use different views, share your desktop, learn basic etiquette, and use the 'chat' function.

Prerequisites: Internet connection, basic computer skills, and a computer or device with camera, microphone, and speakers.

Spreadsheets - \$10

Do you keep lists? A list of expenses, wines, movies, medications, or car repairs? Have you struggled with lists and tables in your word processor? A spreadsheet program, such as Microsoft Excel or

Google Sheets, can help. Learn about creating and using spreadsheets, organizing lists, and printing tables and graphs.

Prerequisites: Basic computer, mouse, and keyboard skills. Experience with Windows, Mac OSX, or Chromebook. Please bring your own laptop (with Microsoft Office installed) to each class or use the Classroom computers (Mac or PC)

Intro to Microsoft Word - \$10

Learn to create and format documents using Microsoft Word. Quickly fly through the basics of creating, storing and editing a document, then on to intermediate features, including Styles, fonts, spacing, tabs, special formatting, quickly building a table of contents, pictures, tables and figures, headers and footers, use of sections, internal and external links. Save your work to a WORD document, PDF file, or a variety of simpler formats. Check grammar and spelling. Will be taught from Windows but students may bring their own PC or Mac laptop or use a classroom computer.

Prerequisites: Basic computer, mouse, and keyboard skills.

Intro to Web Design - \$20

Have you ever thought to yourself, “Wouldn’t it be cool if I could design and build my own website”? With today’s software, building a website is not only cool, it’s easy and it’s fun. Through a series of video tutorials, classroom instruction, peer review, and personalized phone support during “office hours”, you will learn to create a website. Not just any website, but one of your choosing. We will use the Wix Editor, which is free until you finish your project and choose to publish it under your own domain name. The course will consist of four classes where we will review your progress and address any questions or issues you may be having along the way.

Prerequisites: Students should have the following:

- A Mac or PC desktop or laptop with a minimum of 2GB of RAM and a processor speed of at least 2GHz.
- Experience creating documents in at least one drag-and-drop program like Microsoft Publisher or PowerPoint (PC), or Apple Pages or Keynote (Mac).
- Experience searching for and downloading images online.

Android Phone Courses

Android Phone Intro/Accessibility - free

Learn how to feel comfortable using and navigating through your Android phone. Learn how to use its built-in accessibility features in this course, which is designed for the beginner who may also need vision or hearing assistance. Covering the basic components of an Android phone, learn how to make and receive calls, check and delete voicemail, send text messages, use phone as a magnifier, make text easier to read, and connect to Wi-Fi and Bluetooth devices. **Note:** Not for Jitterbug phones.

Prerequisite: Must bring your own Android smartphone and user IDs and passwords.

Exploring Your Android Phone - \$10

Learn the basics of the Android phone; calling, texting, searching the web, using contacts, maps, camera, loading new apps, signing up for CivicReady and SoCo Alerts. This is hands-on, so please bring your fully charged Android phone and the ID and password for your Gmail account and the email account you use most. **Note:** Not for Jitterbug phones.

Prerequisite: Must bring your own Android smartphone and user IDs and passwords.

iPhone, iPad Courses

(Apple Devices Only)

iPhone Intro/Accessibility - free

Learn how to feel comfortable using and navigating through your iPhone and using built-in accessibility features. This course is designed for the beginner, especially one who needs vision or hearing assistance. Learn about the basic components of an iPhone, how to make and receive calls, check and delete voicemail, send text messages, use the phone as a magnifier, make text easier to read, use Siri, and connect to Wi-Fi and Bluetooth devices. **Note:** No Jitterbugs!

Prerequisites: No iPhone experience required. Must bring your own iPhone to class.

Exploring Your iPhone - \$15

Learn about the many functions of your iPhone in this introductory course. The class covers the features of an iPhone, using an iPhone to make calls, send messages, send and answer emails. Also covers using the camera, Photos, Siri, and searching the Internet. **Note:** Students must have an iPhone 8 or newer and be using iOS 16 operating system. **Prerequisites:** No iPhone experience required. Must bring your own iPhone and charger to each class.

Intermediate iPhone - \$15

Dig deeper and discover more about customizing your iPhone, along with tips and tricks for making it more user-friendly. We will explore emails, texts, contacts, Siri, camera, apps, Safari, and more, as time allows. This course includes lots of hands-on activities and emphasis on the jam-packed iOS15 & 16 operating systems. **Prerequisites:** Exploring Your iPhone course or equivalent experience. Must bring iPhone 8 or newer to each class, with the latest Apple iOS installed.

iPhone Photos - \$15

Learn how to efficiently take and share photos on your iPhone and organize them into albums. Practice techniques for viewing, editing, and deleting photos.

Prerequisites: This class is for those who have a good working knowledge of the iPhone and have an iPhone 8 or newer with the iOS 16 operating system.

Exploring Your iPad - \$15

Learn about the functions of your iPad in this introductory course. The class covers many features of the iPad, including navigating the home screen, settings, using messages, emails, the camera, searching the Internet. Learn about downloading Apps, reading books and magazines, and security.

Prerequisites: No iPad experience necessary. Must bring your own iPad, with iOS 15 installed.

Intermediate iPad - \$15

Dig deeper and discover more about customizing your iPad, along with tips and tricks for making it more user-friendly. We will explore emails, texts, contacts, Siri, camera, apps, Safari, and more, as time allows. This course includes lots of hands-on activities and emphasis on the jam-packed iOS15 & 16 operating systems. **Prerequisites:** Exploring Your iPad course or equivalent experience. Must bring iPad (3rd generation iPad Air or newer, iPad Pro, or 5th generation iPad Mini or newer) to class, with the latest Apple iOS installed.

Tips & Tricks for the Newest Apple Operating Systems for iPads and iPhones - \$5

This class will cover some of the fun and helpful tips and tricks to use on your iPad and/or iPhone, beginning with iOS 15 (2020), plus lots of new things in iOS 16 (2021) and even iOS 17 (if it's out in time). This class will have tips for both Apple phones and tablets in one two-hour class.

Prerequisites: Completion of Exploring Your iPhone or iPad. For this class, your devices must be upgraded to iOS 16 at the minimum (or iOS 17, if it's available by then).

Health & Safety with Apps - \$5

Learn how your phone can help keep you safe. Covers emergency contacts and key health conditions, storing a digital copy of your vaccinations, and setting up fire/earthquake related notifications.

Prerequisites: Exploring your iPhone course or equivalent experience. Must bring your iPhone (8 or newer) with the latest Apple iOS 16 or later installed. Know your Apple ID.

Your Valuable Sonoma County Public Library Card - \$5

Discover the most valuable card in your wallet! Learn what great online resources are available to you with your library card. Join two reference librarians from the Rincon Valley Library to learn all the wonderful FREE things you can do with your Sonoma County Library card and a computer, smartphone, or tablet. From downloading ebooks, audiobooks, magazines, and music, streaming movies, conducting investment research, to taking online classes on a variety of subjects, and much, much more. Please bring your library card to class (get an eCard if you don't have a card here: <https://sonomalibrary.org/get-a-library-card>) and discover all the doors this card will open for you! (Q&A and one-on-one help available after presentation.)