

Courses for Spring 2023

Apple Courses for Mac Users

Introduction to Mac - \$15

Have you recently begun using a Mac or just switched from PC to Mac? Then, this course is for you! Starting with the basics, learn and understand the Mac desktop, menus, the dock, the keyboard, the finder, and system preferences. Basic applications, such as Mail, Safari, Photos, and Calendar, will be introduced.

Prerequisite: Basic mouse and keyboard skills.

Windows Courses for PC Users

Windows 11 - \$5

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: Have been 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).

Quicken Basics - \$10

This two-day course uses a lecture, demonstration, and Q&A format to introduce Quicken and its personal finance tools. Learn the basics of setting up and maintaining bank and investment accounts, as well as performing the most common transactions, including spending, income, deposits, reconciliation, running reports, creating budgets, preparing for financial future, and more.

Note: A Quicken license requires an annual subscription. Actual hands-on experience must occur at home on personal computers..

Prerequisites: Basic Mac or PC computer skills. Students experienced in Quicken are asked to bring questions and leave personal Quicken file at home.

Google Apps Overview - \$15

Learn the full range of Google capabilities and how to make the best use of them. These features include Google Drive in the Cloud, Gmail, Docs, Sheets, Slides, Contacts, Calendar, Images, Keep, file sharing, calendar sharing, Photos, and other Google apps. With lecture and demonstrations, this course uses real-life examples. **This class will be conducted on Zoom.**

Prerequisites: Basic Mac, PC, or Chromebook computer skills, and experience with Zoom. Must have a Gmail account and know user ID and password.

Intro to Microsoft Word - \$10

Learn to create and format documents using Microsoft Word. Quick 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.

E-mail Systems - \$5

Since you moved to Oakmont, are you using the same e-mail system you or a family member installed? This class will raise awareness of current alternatives and best practices in using email, bringing you up to date and help you evaluate: what email systems are available, good practices in writing e-mails, how/where to save e-mails, which e-mails to delete, whether you should keep using vendor e-mail addresses (aol.com, yahoo.com, sonic.net, comcast.net, etc.), why you might not want to be tied to a PC or Mac e-mail system, and any other questions you may have.

Prerequisites: Currently using an e-mail system.

Avoid The Misinformation Trap - \$5

Senior citizens may not be more susceptible to misinformation than anyone else, but they're not any less susceptible either. Deception, hoaxes, omissions, and plain old mistakes plague everyone on the internet. This class will outline simple techniques and tools to help novices defend themselves against the world of ruses and error. Before you believe or share that next social media post, consider arming yourself with a few quick and easy ways to vet what you're seeing.

Prerequisites: None.

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.)

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 15 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 and organize them into albums. Practice techniques for viewing and deleting photos, and learn how to edit them.

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 15 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.