

Hernando Computer Club
February 2018 Class Schedule
www.hcc.org, 352-684-7171

Note:

Hands-On classes listed in blue text

Green text classes suggested for beginners

February 1 - Thursday

10 am: LibreOffice a FREE Alternative to MS Office Drop In

Been thinking about getting MS Office but don't want to pay the high cost? LibreOffice is a great FREE alternative. It is made of programs based on the old MS Office 2003. You get word processing, spreadsheet and slide show creation software comparable to Word, Excel and Powerpoint. Also, any documents created in any of the programs can be saved in MS Office file formats – and opened in MS Office when needed.

Instructor: Sal Rotella, Jr.

10 am: Google Apps Across your Devices Drop In

There was a time when Google was thought of as a Search Engine (Google It!) and Gmail for email – and that was about it! Not anymore! Google Docs, Google Maps, the Google Chrome web browser, Google Calendar are probably the best known today. More recently, you can share your docs and photos with Google Drive – a free online file storage service that lets you share those items across your devices. Improve your photos with Google Photos. Access all these online with your PC. Apps are now available for all your mobile devices as well regardless of operating systems – Android or iOS (Apple).

Instructor: Joann Frucchione

1 pm: DROPBOX – FREE Online File / Photo Storage and Sharing Drop In

Share just about any type of document you can think of or store it 'in the clouds'. Share those photos or documents with any type of device - Windows (pc, tablet or phone), Apple (iPad or iPhone), or Android (tablet or phone). Set up Dropbox on your pc, then download the app for your mobile device. Apply updates to a document you've been working on from different computers. Dropbox does it all; and you can set it up using any email address you currently have for your personal account sign in.

Instructor: Joann Frucchione

February 2 – Friday

10 am: Help for our Members Drop In

First come, first served.

No PC Problems 10 am until noon

Need help using Windows, email, etc. Also help using iPad and other tablets – First come, first served.

(No Computer problems. Saturday morning techie help requires appointment.)

February 5 – Monday

NEWCOMERS' ORIENTATION OPEN HOUSE / OPEN TO THE PUBLIC Coffee & Cake at 9:30 – Orientation begins at 10am

1 pm: Photoshop Elements Advanced Workshop

Just drop in if you have an interest. Each month a technique, a special tool, or a plug-in, for Photoshop Elements will be demonstrated. Those attending can then work on their own images at home and show their results at the next month's meeting. Attendees should bring a flash drive for images and templates and lots of questions and answers.

This is not a basic Elements class.

Facilitator: Mich Morin

February 6 – Tuesday

10 am: Windows 10 Hands On (1 of 4)

Instructor: Gray Alexander

Registration [Required](#) Call club 684-7171

February 7 - Wednesday

9:00 am: Garden Committee meets at the Garden (this is a time change)

10 am: Get Started With Your Computer - Drop In (2 Of 4) Using The Control Panel

This session expands on the basics for new computer users. This week, we will explore the Control Panel and learn how to set up your computer to accommodate your wants and needs. Is the type too small and hard to read? Is your mouse too sensitive? We will learn how to fix those problems and others.

Instructor: Norma Winner

1 pm: Windows 10 Hands On (1 of 4)

Instructor: Charlene Scime

Registration [Required](#) Call club 684-7171

1 pm: PC Maintenance and Security Drop In

PCs are complicated machines and they need weekly and monthly clean ups to keep them running at top efficiency.

Using Windows and other clean up tools will be demonstrated and discussed along with Antivirus software and scanners with comparative data shown. Practices to reduce exposure to malware when using a browser and email will be discussed. These are important components of a package of tools and practices that help keep a computer healthy and running well.

Instructor: Gray Alexander

February 8 – Thursday

10am: Using Your iPad - Drop In (1of8)

Learn what the buttons around the perimeter of your iPad are. Next, we'll look at how your Home Screen is set up and how you can customize it. Find out what apps came with your iPad.

Instructor: Joann Frucchione

10am: MS Word/Excel Workshop Drop In

Have a question regarding Word or Excel? Many users no longer need to sit through a basics lecture but have individual questions about features, or problems to work through. Get together with other Word & Excel users to get your answers. Bring your laptop, fully charged. You must be running MS Office on your computer.

Facilitator: Ron Conkle

1pm: Using Windows 10 - Drop-in (1 of 8)

Today we will look at the Desktop and Start Menu of Windows 10. Yes the Start Menu is back - but different from what we remember.

Instructor: Joann Frucchione

February 9 – Friday

10 am: Help for our Members MAC COMPUTER HELP TODAY Drop In
First come, first served.

No PC Problems 10 am until noon

Need help using Windows, email, etc. Also help using iPad and other tablets – First come, first served.

(No Computer problems. Saturday morning techie help requires appointment.)

February 12 – Monday

1 pm: Genealogy Workshop Drop-In

In the Genealogy Workshop, we usually start with everyone telling of their current genealogy research. We all contribute suggestions that could be used to further our research in a particular area; then one subject is covered that day with web sites that cover that particular subject shown on the computer. Again it is an open class with everybody contributing & hopefully learning something new. Just drop in if you have an interest. Facilitator: Bunny Ryczek

1 pm: The Food Workshop Drop-In

The where, what, when and how of food. We always provide a handout which includes new food websites, old food websites, food prep tips, restaurant coupons and kitchen tools. We discuss Information about local stores and BOGO's, what are the best and worst foods for you, my own favorite recipes, the HCC Recipe Book and individual workshop discussion.

Facilitator: Kearney Sheirich

February 13 – Tuesday

9:00 am: Board of Directors Meeting

10 am: Windows 10 Hands On (2 of 4)

Instructor: Gray Alexander

Registration [Required](#) Call club 684-7171

1 pm: Family Tree Maker/Roots Magic Drop In (rescheduled to Feb 20@1pm)

Interested in Genealogy? Come in and learn how to use Family Tree Maker/Root Magic software to research and document your family history. Bring your laptop and our group will assist you in getting started or overcome obstacles.

Instructor: Merle Wagner

1 pm: Using Your I-Phone Drop-In

Get started learning your way around the apps on your new I-Phone. You can phone, text and email from your phone. This is just a few of the apps on the Apple I-Phone. Be sure to bring along you Apple ID and password. Also charge you phone before the class.

Instructor: Pat Turek

1 pm: Copying and Creating Music CDs

We will be copying music from a CD to our computers. You are encouraged to bring in your favorite CDs or we will have some on hand. We will show how to copy them to your computer. It can be any type of music that you prefer, country, rock, classical, etc.

When finished, you will be able to play your new music while working on your computer or in your car; and we'll show you how to connect to external speakers for a surprisingly great sound for playing at meetings or other events.

We will be using a new blank CD (NOT FORMATTED) to copy your new music from your computer to the new disc. You will be able to save your original disc in its sleeve protecting it from scratches to copy again later if needed.

What you need to bring to class: computer, 2 new blank CDs, favorite music CD, or use our music.

Instructors: Ron Purkhiser & Roy Smith

February 14 – Wednesday

10 am: Get Started With Your Computer – Drop In (3 Of 4)
Cut, Copy & Paste

In this session, you will learn how to copy and paste, which will enable you to copy anything you find on the internet and then save it in a file on your computer. Did you find a good recipe or maybe a joke that you would like to save. You will also learn how to make a new folder.

Instructor: Norma Winner

1 pm: Windows 10 Hands On (2 of 4)

Instructor: Charlene Scime

Hands-On, Registration [Required](#) Call club 684-7171

7 pm: Linux Workshop Drop-In

The Linux workshop is a working session for users to bring their questions and experiences to the group. Attendees are encouraged to bring their computers with them for use in the workshop. We are working with different subjects each week and expect to cover areas such as installation and administration, file systems, setting up servers (print, file, web, etc), using WINE and virtual machines, and other topics that the group is interested in. Just drop in if you have an interest. Facilitator: Bob Liebl

February 15 – Thursday

10 am: Introduction to the iPad (2 of 8) Drop In

A variety of settings are available to get your iPad running and looking the way you want it. We will look at some of the more important and widely used settings.

Instructor: Joann Frucchione

1 pm: Backup & Restore a Hard Drive Image Using Macrium Reflect Free Drop In

We've all heard of backing up our computers. You can now download a free program to make an image of your computer's hard drive as it exists today, when everything is working well. If sometime in the future you are experiencing severe problems, you will have the option of restoring your computer to how it was when you made the hard drive image. Not just the operating system, but everything, operating system, programs, and files and folders you have created and saved.

During this lecture you will learn how to backup and restore an image of your hard drive using Macrium Reflect Free. Subjects covered are: Download and install free imaging software. Make a bootable rescue disk that enables the restoration of an image backup. Backup an image of a hard drive to an external hard drive. Use a rescue disk to restore a drive image.

Instructor: Gray Alexander

1 pm: Using Windows 10 (2 of 8) Drop-In

Today we will look at File Explorer (new name for Windows Explorer). What is Quick Access? Working with files and folders. Instructor: Joann Frucchione

February 16 – Friday

10 am: Help for our Members MAC COMPUTER HELP TODAY Drop In

First come, first served.

No PC Problems 10 am until noon

Need help using Windows, email, etc. Also help using iPad and other tablets – First come, first served.

(No Computer problems. Saturday morning techie help requires appointment.)

February 19 – Monday

10 am: MEMBERSHIP INPUT COMMITTEE MEETING (Open to Members)

1 pm: Computerized Sewing Workshop

The Computerized Sewing Workshop is comprised of people who share their love of sewing and embroidery. Each month a different technique or project is demonstrated by one of the members. After the demo, all are encouraged to participate in a “Show and Tell” session to display and explain their latest creations. Won’t you join us? Just drop in if you have an interest.

Moderator: Norma Winner

February 20 – Tuesday

10 am: Windows 10 Hands On (3 of 4)

Instructor: Gray Alexander

Registration [Required](#) Call club 684-7171

1 pm: Gmail & the Gmail (Google) Calendar Drop in

Gmail is provided free from Google along with other free products. The purpose of this lecture is to explain how to use your Gmail and Gmail calendar on your smart phone or tablets.

First, it is necessary to create a Gmail account. Hopefully you have already created an account with Google for Gmail. This will help speed up all that needs to be covered.

Second, I will cover some of the ways to customize Gmail.

- You can tell Gmail to collect your other emails, so that it can all be seen together.

Third, I will show the calendar in Google.

- Setting up an appointment
- Repeating the appointment
- Inviting attendees to your appointment

Finally, I will show how to set your devices up to view Gmail and your calendar.

- Go to settings in your device

Choose Mail, Contacts, Calendars in iPhone. Similar in Android devices

Instructor: Pat Turek

1 pm: Family Tree Maker/Roots Magic Drop In (rescheduled from Feb 13th)

Interested in Genealogy? Come in and learn how to use Family Tree Maker/Root Magic software to research and document your family history. Bring your laptop and our group will assist you in getting started or overcome obstacles.

Instructor: Merle Wagner

February 21 – Wednesday

**10 am: Get Started With Your Computer - Drop In (4 Of 4)
File & Folder Management, And Maintenance For Your Computer**

We will continue with new folders and explore file and folder management. This will help you organize your files and folders so that you can back up everything to a flash drive, CD, DVD, or external hard drive.. Finally we will explore Computer Maintenance: how to make sure your computer keeps running smoothly.

Instructor: Norma Winner

1 pm: Windows 10 Hands On (3 of 4)

Instructor: Charlene Scime

Hands-On, Registration [Required](#) Call club 684-7171

1 pm: Using Your Mac Computer Drop In

HCC now has an opportunity for Mac users to get together to discuss mac computers, help each other with using them and the software designed for them. Mac users who are not HCC members will be allowed to attend once as a guest (\$3 fee), but after that must join the club to continue attending.

Facilitator: Ken Krueger

February 22 – Thursday

10 am: Introduction to the iPad (3 of 8) Drop In

Continue looking at the variety of settings. We will look at some of the more important and widely used settings.

Instructor: Joann Frucchione

1 pm: Using Windows 10 (3 of 8) Drop-In

Working with files and folders. How to create folders and organize what you already have on your computer. How to save new documents and organize them. How to use a Flash Drive. Instructor: Joann Frucchione

1 pm: Android Phone Basics Drop In

There is a lot to know about the Android Phone if you are new to them or thinking of getting one. It's much more than just a phone, a GPS built in to guide you where you are going, Get your email, Set up an appointment calendar with reminders, Browse the internet and so much more. We can help you learn about this wonderful device.

Instructor: Ross Schnarrenberger

7 pm: MS Word & Excel Workshop – Drop In

Have a question regarding Word or Excel? Many users no longer need to sit through a basics lecture but have individual questions about features, or problems to work through. Get together with other Word & Excel users to get your answers. Bring your laptop, fully charged. You must be running MS Office on your computer.

Facilitator: Dave Fetter

7 pm: *NEW* Introduction to Free Online Dating Services Drop In

This class will teach you how to set up a dating profile on 2 free online sites, and how to respond to or send a greeting to someone.

Instructor: Sal Rotella, Jr.

February 23 - Friday

10 am: Help for our Members **MAC COMPUTER HELP TODAY Drop In**
First come, first served.

No PC Problems 10 am until noon

Need help using Windows, email, etc. Also help using iPad and other tablets – First come, first served.

(No Computer problems. Saturday morning techie help requires appointment.)

1 pm: Android Tablet Workshop

Trying to figure out how to do something on your Android Tablet? Here's your chance to find out. The Android tablet workshop is a place for all Android tablet users to get together and figure out / learn how to do things on your tablet. Everyone in attendance is encouraged to contribute their problems and 'how to' knowledge, rather than sit through a preplanned lecture.

Instructor: Ron Purkhiser

February 26 – Monday

General Meeting Tonight – Open to the Public

6 – 7 pm: Social Hour, Computer and Gadget Help

7 pm: Dept. Reports & Guest Speaker

February 27 – Tuesday

10 am: Windows 10 Hands On (4 of 4)

Instructor: Gray Alexander

Registration [Required](#) Call club 684-7171

1 pm: **NEW Senior Safety Online Drop In**

Over 60% of seniors are now online and the number is getting bigger all the time. Even the most savvy computer users can be scammed. This class will show you the ins and outs of staying safe by being aware of fraudulent websites, calling the wrong "help" number, infected computer scams, thinking before you post and how to report abuse.

Instructor: Charleen Scime

1 pm: Using Your Kindle Fire Drop In

This class will help you in using your Kindle Fire. Bring your Kindle to class and play along.

We will cover having an email account, so you can use your Amazon account to download items you want to purchase. We will spend time finding our way around the Kindle; and practice adding apps and customizing settings. Questions and input are encouraged. We all learn more this way.

Instructor: Pat Turek

February 28 - Wednesday

10 am: **Get Started With Your Computer - Drop In (1 Of 4)** **Learn The Parts Of The Computer**

If you recently received a PC, perhaps as a gift, and are intimidated by it or were told, "Now we can e-mail each other", but don't know where to start, this class might be for you. This class is designed for the person who has never used a computer before.

Instructor: Norma Winner

1 pm: **Windows 10 Hands On (4 of 4)**

Instructor: Charlene Scime

Hands-On, Registration [Required](#) Call club 684-7171

7 pm: **Get the cob webs out of your computer...! Drop-In**

Feeling helpless when your computer is sluggish? Do you feel even worse when you learn that you must have someone else come in and fix it for you...often at considerable cost? There's good news! You can fix most of these problems yourself. Learn how in this class. We call it "getting the cob webs out". You'll learn there's software available, most of which is free, to clear out those cob webs. You'll learn that after the first time, applying this software, most issues with poor performance, improve significantly. Do it yourself, with confidence. It's easier than you may think.

You only need to learn 4 things in this class:

1. Understand what's happening in your PC and why.
2. Where to find free or inexpensive software online to address it.
3. How to apply the software - successfully and safely.
4. How to maintain your computer to keep it running at top performance.

Instructor: Dave Fetter.

7 pm: **Linux, The FREE Alternative to Windows – Drop In**

Linux is a FREE alternative to Windows for an operating system. This Linux system has most all of the features of Windows, but with less problems. Attend this lecture and learn all about the features and benefits.

Instructor: Bob Liebl