

**Hernando Computer Club**  
**March 2018 Class Schedule**  
[www.hcc.org](http://www.hcc.org), 352-684-7171

**Note:** **Hands-On classes listed in blue text**  
**Green text classes suggested for beginners**

**March 1 - Thursday**

**10 am: Using Your iPad - Drop In (4of8)**

Apple's answer to Internet Explorer. Learn your way around the Safari web browser. Create bookmarks, and favorites. Working with tabs. Email links.  
Instructor: Joann Frucchione

**1 pm: Using Windows 10 - Drop-In (4 of 8)**

The new Settings menu is actually an extension of the Control Panel – for now. As time goes by, you will notice more items removed from the old Control Panel and added to settings. Other items will exist in both for a while, then change locations to the new Settings screen. Microsoft is slowly looking to do away with the old Control Panel.  
Instructor: Joann Frucchione

**March 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.)

**March 5 – Monday**

**NEWCOMERS' ORIENTATION OPEN HOUSE / OPEN TO THE PUBLIC**

**Coffee 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

**March 6 – Tuesday**

**10 am: Basic Windows 10 (1 of 4)**

**Instructor: Gray Alexander**

**Hands-On, Registration Required Call club 684-7171**

**1 pm: Facebook - After the Basics Drop In**

Step by step instructions to pare down your newsfeed by getting rid of unwanted advertising and posts. Learn how to make Facebook your own by using the settings menu, newsfeed preferences and notifications area. You can change your name and know the difference between "unfriend" and "unfollow". This class is for anyone who already uses Facebook.

Instructor: Charlene Scime

**March 7 - Wednesday**

**9 am: Garden Committee meets at the Garden (new time)**

**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: Basic Windows 10 (1 of 4)**

**Instructor: Charlene Scime**

**Hands-On, Registration Required Call club 684-7171**

**March 8 – Thursday**

**10 am: 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

**10 am: Using Your iPad - Drop In (5of8)**

Set up one or more email addresses in the Mail app. How do contact lists get onto your iPad? Create or edit email listings.

Instructor: Joann Frucchione

**1 pm: Using Windows 10 - Drop-In (5 of 8)**

Today, we take a look at Microsoft's new web browser Microsoft Edge. Internet Explorer is still in Windows 10, but will not be a permanent fixture. Eventually, it will be removed and Edge will completely take its place.

Instructor: Joann Frucchione

## **March 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.)

## **March 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

## **March 13 – Tuesday**

**9 am: Board of Directors Meeting**

**10 am: Basic Windows 10    (2 of 4)**

**Instructor: Gray Alexander**

**Hands-On, Registration Required    Call club 684-7171**

**1 pm: Using Your iPhone    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: Using Your Android Phone    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

## March 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: **Basic Windows 10 (2 of 4)**

**Instructor: Charlene Scime**

**Hands-On, Registration Required Call club 684-7171**

### 1 pm: **Computer 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

### 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

### 7 pm: **Using Alexa (Amazon Dot) & Podcasts**

**Amazon Echo or Dot** is a hands-free speaker you control with your voice. Here is some of the stuff it does...

- **Plays all your music from Amazon Music, Spotify, Pandora, iHeartRadio, TuneIn, and more using just your voice**
- Allows hands-free convenience with voice-control
- Answers questions, reads audiobooks and the news, reports traffic and weather, gives info on local businesses, provides sports scores and schedules, and more using the Alexa Voice Service
- Controls lights, switches, and thermostats with compatible WeMo, Philips Hue, Samsung SmartThings, Wink, Insteon, Nest, and ecobee smart home devices
- can order from Uber, Domino's, and more

Instructor: Charlene Scime

## March 15 – Thursday

### 10 am: Using Your iPad - Drop In (6of8)

Your iPad lets you take photos and save them online. Setup and use iCloud an online file storage service. It is commonly used to uploading, saving and sharing photos.

Instructor: Joann Frucchione

### 1 pm: Using Windows 10 - Drop-In (6 of 8)

Today, we look at using email in Windows 10. The email app can bring all your email accounts together in one place. We will also look at setting up your contact list known as the People app.

Instructor: Joann Frucchione

## March 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.)

### 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

## March 19 – Monday

### 10 am: MEMBERSHIP INPUT COMMITTEE MEETING (Open to all 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

### **March 20 – Tuesday**

**10 am: Basic Windows 10 (3 of 4)**

**Instructor: Gray Alexander**

**Hands-On, Registration Required Call club 684-7171**

**1 pm: Family Tree Maker/Roots Magic Drop In**

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: Quickbooks Drop In**

This lecture for Quickbooks is an overview of the ease of use that Quickbooks offers. It is capable of issuing Invoices, recording payments, issuing checks for payment. It can also keep inventory and a client database. With the advanced version payroll can be done and taxes paid. Reports are easy.

Instructor: Pat Turek.

### **March 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: Basic Windows 10 (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

### **March 22 – Thursday**

**10 am: Using Your iPad - Drop In (7of8)**

Let's look at some of the apps that come preinstalled on your iPad as well as others available from the app store. Newly expanded capabilities of iCloud Drive include listing your online file storage folders for easier access. Use the MS Office apps to open those files.

Instructor: Joann Frucchione

### **1 pm: Using Windows 10 - Drop-In (7 of 8)**

Today, we will look at several features that come with your Windows 10. Cortana, Task View, and, we will talk about Windows Hello (only available on computers designed for it). Maintenance of your computer will also be covered.

Instructor: Joann Frucchione

### **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

## **March 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 Drop In**

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

## **March 26 – Monday**

### **GENERAL MEETING TONIGHT – OPEN TO THE PUBLIC**

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

**7 pm: Dept. Reports & Guest Speaker**

## **March 27 – Tuesday**

### **10 am: Basic Windows 10 (4 of 4)**

**Instructor: Gray Alexander**

**Hands-On, Registration Required Call club 684-7171**

### **1 pm: Gmail & the 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, Calendar in iPhone. Similar in Android devices.

Instructor: Pat Turek

### **March 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: Basic Windows 10 (4 of 4)**

**Instructor: Charlene Scime** (this last session will be taught by Gray Alexander)

**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

### **March 29 – Thursday**

#### **10 am: Using Your iPad - Drop In (8of8)**

Previously presented as a separate lecture. We have all heard of iTunes and associate it strictly with purchasing music and videos. However, the iTunes app has some other features that every iPad user should be aware of – even if you never purchase anything from the iTunes store.

Instructor: Joann Frucchione

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

This week we will look at OneDrive - Microsoft's free online file storage service. Use it to store or share documents and pictures. Once you have a Microsoft email account, you also have a OneDrive account. OneDrive is now part of your operating system whether you use it or not.

Instructor: Joann Frucchione

### **March 30 – 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.)