

## S.T.A.R Computer Courses

**Course Offerings – All courses are FREE to all Seniors in the Town and Village of Colonie, AND, there is no Village Center access fee required for any computer related function.**

**Since so many have completed some of our courses, we're trying a new way to meet your computer and electronic needs.**

**We are limiting scheduled sessions and offering a variety of topics in "1-on-1 by request" or "drop by the Computer Lab at your convenience" Sessions.**

### **SCHEDULED COURSES**

*Scheduled sessions are set for 2 hours for each course and are held on separate days either in the morning or afternoon. Check the Computer Bulletin Board for available dates and times.*

1. **WINDOWS 10 (Newbie)** — Make the most of your PC and Windows 10. We'll introduce you to your Computer and Windows 10 basics and take you through all you need to know to get comfortable and familiar with this technology that is here to stay! And you'll have fun, too.
2. **WINDOWS 10 (Knows a little)** – In phase 2 of Windows 10 we will review some of the basics and then move into some hands-on activities that allow you to be creative, have fun playing games to learn mouse control and much more. When you finish, you will be a confident computer user!
3. **USEFUL SETTINGS (Newbie)** – If you want to know more about the Start Menu and its tiles and lists, the Ask Me Anything line, and how to personalize the look of your PC, this is a good place to start. First you'll become acquainted with what the Start Menu is, what the Tiles are, what the Lists are and what APPs are. Then you'll learn how to set up the Start Menu and tiles to suit your personal use, including resizing and eliminating tiles, setting up or personalizing a screen saver, Ease of Access, power options, & updating. And, you'll learn to personalize your Mouse settings, too. It's so easy once you know how.
4. **MORE USEFUL SETTINGS (Knows a little)** – Now that you know settings is not such a technical thing, here's your opportunity to learn even more settings to make your PC your own. You've already learned about the Personalization and the Ease of Access Tabs. Now you'll be introduced to the rest of the Settings Tabs that will help you manage your PC. These include the System Tab, Devices Tab (printers, etc.), Network & Internet Tab (Wi-Fi, etc.), Accounts Tab, Time and Language Tab, and

the Privacy Tab. This is really a fun course that shows you how easy it is for you to control the settings that make your PC (or device) look and act the way YOU want.

5. **RESEARCHING YOUR ROOTS/GENEALOGY** – Learn about the many free research sites available for checking your lineage, as well as suggested organizing tools. We'll look at Census records, too. We will do a beginner tree for each student to at least your great grandparents or beyond. This part is hands on, so bring some basic family information for the tree you want to start, i.e., parents and grandparents' names and birth dates, etc. 2 hour session

### **MORE SESSIONS ON BACK**

### **1-ON-1 OR DROP IN SESSIONS**

