

Get more from your Apple and Microsoft devices with computer training by Computer Concepts.

Classes for Windows 10 Essentials 201 and More New Features 301 have the new *Windows 10 Creators update*. Windows 10 mobile devices are not covered.

Windows 10 Class listings start on page 2.

The Apple operating systems iOS 11 for iPhone and iPads and macOS 13 High Sierra are used for instruction.

New versions of macOS and iOS will be available in late September. The new versions are macOS 14 for Macbooks and iMacs and iOS 12 for iPads, iPhones, and iPods.

Apple Class listings start on page 3.

Student's Choice Classes *Please read about this training opportunity!*

* **Student's Choice Classes**, formerly Flex Time Class, have their Topic established at a student's request, on a first come - first serve basis, for training that is not scheduled in our current class calendars for Chesapeake, Yorktown and Williamsburg. The list of acceptable class topics is in the Computer Concepts **Essential Class Descriptions** document. Unique, unlisted topics will have to be authorized by the company Training Director.

Essential Class Descriptions (this document) lists all current class training topics. Paper versions can be found in each of our Computer Concepts stores in Chesapeake, Yorktown and Williamsburg. Digital versions are ready to download or view at: www.mycomputerconcepts.com On the homepage go to Computer Training > Class Resources > Class Descriptions or Class Schedule.

Store locations and phone numbers are listed on page 6 of this document.

One-On-One class training is available for all Apple and Windows classes listed in the Essential Class Descriptions document. Students with a **Valued Customer Card (formerly the Super Saver Card)** will receive a \$25 discount for each One-On-One class session purchased.

To request a Student's Choice Class, schedule a One-On-One session or present a question, send an email to Dick Smith, the Training Director, at: dsmith@mycomputerconcepts.com

Presenting the new Valued Customer Card \$99



The **Valued Customer Card** is good for

- \$25 Credit Towards any scheduled Training class or One-On-One session
- Free Prioritization on Service – a new benefit
- Free Entry to Computer Concepts LAN Parties – a new benefit

Good at any Computer Concepts location for one year from date of purchase.

The Valued Customer Card replaces the retired Super Saver Card.

Windows Classes *Bring you Microsoft ID and password to class*

Updates for all Microsoft apps will be installed as soon as new updates are available

Windows 10 New User Basic Skills Class 101 - \$25 90-minutes If you are new to using a Windows 10 PC computer, this is the course for you. Class is presented using the Windows 10 operating system. Sections describe the basic skills every computer user must know including the new setting up and the Start Menu, the proper shutdown procedure, using right-click menus, opening and closing programs, entering text, using the keyboards special keys, using Edge browser and more. Class computers are not provided. Bring your computer to class if you like. Handout provided. Know your Microsoft ID and password, it might be needed.

Windows 10 Creators Update 201 - \$25 90-minutes Microsoft's Windows 10 Creators Update is FREE to existing Windows 10 users and it offers the most significant upgrade to Windows 10 since its launch. The Creators Update adds numerous new capabilities that Windows previously lacked. Microsoft's renewed commitment to PC gaming, creative twists on Windows Ink (no stylus required—a mouse or touchpad will do), including the ability to write on videos (yes, *videos*) and maps. Take a second look at Microsoft's Swiss Army knife, its Edge browser, which now offers 4K Netflix, ebooks, and more. Even Cortana has learned new tricks. Windows Ink allows inking two points within Maps, which then calculates the distance between the two points. Now in Windows 10 it is easier to share a photo or a piece of content instantly to all of the most important friends and contacts by clicking a button on your Taskbar. Class computers are not provided. Bring your computer to class if you like. Handout is provided. Know you Microsoft ID and Password.

Windows 10 New Features 301 - \$25 90-minutes Microsoft's Windows 10 has many new features worth taking a look at beginning with Contana's new skills, Edge's new ability to sync bookmarks and more between multiple devices, Windows Hello biometric authentication support is moving beyond the login, Skype has a new Universal Windows Platform (UWP) app for the service and is now part of the Anniversary Update, Action Center's icon in the taskbar will display a badge showing how many unread notifications there are, any app pinned to the Taskbar will display notification icons, clicking on the Taskbar time/date brings up a calendar overview of the days tasks, the Battery Saver feature is now just Battery with several new features like turning off background running apps using too much power. As you will expect, there are still more new features to discuss. Class computers are not provided. Bring your computer to class if you like. Handout provided. Know your Microsoft ID and password.

Windows 10 Essential Productivity and Security Settings 401 - \$25 90-minutes New Class This class should be taken after your initial Windows 10 setup and it is a rather full discussion about settings that track and gather your information. While not malware, there are many app settings that you may or may not want to leave turned on. It's up to you to decide what information Microsoft tracks and retains about. And, that's the way it is suppose to be.

Class Computers are not provided. Bring your computer to class if you like and be sure it has a full charge. Know you Microsoft ID. Handout provided.

Windows File Explorer and Data Backup Essentials 501 - \$25 90-minutes This class is very important to the organization and retention of all your computer data. The class is divided between File Explorer and Data Backup. The importance of data organization and backups cannot be overstated! **Data Files** are all types of documents, photos, videos and music. **File Explorer**, known as Windows Explorer in earlier Windows versions, is a file manager application included in the Windows operating system that provides a graphical user interface for accessing your file system to move, copy, delete, edit, make storage folders and save everything in an organized manner. A **backup is a copy of your data files** that are stored on an external computer, hard drive or in the Cloud for later retrieval when the original file has been lost, corrupted or destroyed in a catastrophic accident. Your data backup might save your business if your computer is infected by Ransomware. The class includes a look at various backup methods including manual, software based programs and online backup services like LiveDrive that are secure and easy to use. Best backup practices and how to use a backup program like Backup and Restore, included in Windows 10, is important to your understanding of how to make a backup.

Class computers are not provided. Bring your computer to class if you like. Handout provided.

Cyber-Security and You – for Windows and Mac Users - \$25 90-minutes Cyber-War is Real and Now, a real-time view! The following are some of the topic covered in the class including; There Are Bad Guys and Good Guys, Current Malware trends including CyptoLocker, FBI Virus, Phishing and Spear Phishing, Browser Highjackers to name just a few. Zombie Computers and Botnets, using default passwords, Microsoft vs Apple computers and the 7 Best Practices of working and having fun online.

Class computers are not provided. This class is updated often to cover current security issues. Handout provided.

Word 2016 Intro Essentials for PC 201 - \$25 90-minutes Word 2016 has a new look, is faster and has new productivity features. This Word 2016 overview covers commands and features including text editing and formatting, text selection methods, Styles, keyboard combinations and Spell Checker. Word 2016's new look is similar to Word 2013, but easier to navigate. This overview will help students transitioning from an earlier version of Word. Class computers are not provided. Word 2010 owners will also benefit from this class. Bring your computer to class if you like. Handout provided.

Word 2016 Intro Advanced Essentials for PC 301 - \$25 90-minutes Word Intro Advanced focuses on more advanced Word topics than were described in Word Intro Essentials. Topics covered are inserting images in a document, formatting images, creating numbered and bulleted lists, inserting tables, adding borders and using the Ruler Bar to insert tabs. Class computers are not provided. Bring your computer to class if you like. Handout provided.

Excel 2016 Intro Essentials for PC 101 - \$25 90-minutes Also for Excel 2013, this is a great class for people who are new to Excel or who want to review Excel basics. Well described is the Excel workspace, cell referencing, how formulas are created and how spreadsheets are built using labels and values, Auto Fill, AutoSum and the copy and paste commands to build a sample budget and forecast. Class files will be emailed to each student or placed on their laptops if they bring them to class. Class computers are not provided. Bring your computer to class if you like. Handout provided.

PowerPoint 2016 Intro Essentials 101 - \$25 90-minutes PowerPoint 2016 has new features, is easy to use and quicker. The class presents an introductory view of how to create a basic slide presentation no matter which version of PowerPoint you use. Topics include slide creation, adding text and images to slides, transitions, running slideshows and best practices for better than amateur slide show results. Class computers are not provided. Bring your computer to class if you like. Handout is provided.

Outlook 2016 Email Essentials Overview - \$25 90-minutes Outlook 2016, Microsoft's very popular email program has more features, is quicker and its layout is easier to use. This introductory class demonstrates the basic email, calendar and contacts modules used at home and in the office. You must have an existing email address to work with Outlook. Class computers are not provided. Bring your computer to class if you like. Handout provided.

Skype Video Chat for PC and Mac - \$25 90-minutes Skype is the leading video chat software used for communicating with friends and relatives all over the world. The class demonstrates the setup and use of live video and sound to see and talk to someone across town or in Paris. Also covered are ways of optimizing video camera and microphone settings to make the Skype experience the best it can be. An actual setup and connection will be created in class. Class computers are not provided. Bring your computer to class if you like. Handout provided. Know your Skype Name and password.

Cyber-Security and You – for Windows and Mac Users - \$25 90-minutes Cyber-War is Real and Now, a real-time view! The following are some of the topics covered in the class including; There Are Bad Guys and Good Guys, Current Malware trends including CryptoLocker, FBI Virus, Phishing and Spear Phishing, Browser Highjackers to name just a few. Zombie Computers and Botnets, using default passwords, Microsoft vs Apple computers and the 7 Best Practices of working and having fun online. Class computers are not provided. This class is updated often to cover current security issues. Handout provided.

New Valued Customer Card - One Year of Training Classes for only \$99.00

Take all the classes you want to take in one year – Purchase in store or online!

Card Covers one person and is not transferable.

- \$25 Credit Towards any scheduled Training class or One-On-One session
- Free Prioritization on Service – a new benefit
- Free Entry to Computer Concepts LAN Parties – a new benefit

Apple Classes *Bring your Apple ID password and other passwords for email and iTunes*

Introductory classes for **Pages**, **Numbers** and **Keynote** are available by request. Contact Dick Smith if you would like a training session that is not scheduled. Please check the list of scheduled classes and our web site. **macOS High Sierra is now the current operating system for Apple Mac computer.**

macOS Basic Skills for New Mac Users 101 - \$25 90-minutes This class is a very good overview for new Mac users who are migrating from years of working with Windows computers or a Mac user who is jumping from a much earlier version of the Mac operating system. The class is appropriate for OSX 11 (El Capitan), macOS Sierra and macOS High Sierra because

there is so little difference in the “basics” of OSX for Macbooks and iMac computers. Topics include, but not limited to, Mac trackpad and Magic Mouse usage, System Preferences, using the Dock, managing you system apps, WiFi connectivity, Mac’s Finder Window and the new Safari Browser. Helpful commands using keyboard combinations are discussed as well as the input and output ports on Macbooks and iMacs. Class computers are not provided. Bring your Mac to class if you like. Come early to set it up. Handout is provided. Know your Apple ID.

macOS High Sierra Essentials 201 NEW - \$25 90-minutes - *This class is not for first time users of the Apple MacOS.* New technologies at the heart of the High Sierra system make your Mac more reliable, capable, and responsive — and lay the foundation for future innovations. macOS High Sierra also refines the features and apps you use every day. It’s macOS at its highest level yet. Your documents. Your photos. Your mail. Your apps. To your Mac, everything you care about is data. Today’s flash-based Mac opens up new possibilities for innovation with the New Apple File System for Mac, with an advanced architecture that brings a new level of security and responsiveness.

Designed for today’s flash Technology, new capabilities and a new design makes common tasks like duplicating a file and finding the size of a folder’s contents happen instantly. Safe and Secure. Enjoy even more peace of mind with built-in encryption, crash-safe protections and simplified data backup on the go. Your favorite apps like Photos, Safari and your Mail inbox have new features and faster than ever.

Class computers are not provided. You are welcome to bring your MacBook or iMac to class if you like. Come early to setup you computer. Handout is provided. **Know your Apple ID.**

macOS High Sierra New Features 301 – \$25 90-minutes This second macOS Sierra class introduces more new features and app updates. Photos has third-party editing tools as well as faster performance. Create memories from your Photos, messaging gets an overhaul, hard drive maxed out macOS stores old unused files in iCloud, find and delete duplicate files, Photos the look of photos, Siri can read your email to you and more emojis than ever. Class computers are not provided. You are welcome to bring your MacBook or iMac to class if you like. Come early to setup you computer. Handout is provided. **Know your Apple ID.**

Mac Finder Window and Time Machine Backup for Mac 401 – \$25 90-minutes Topics are relevant to Mac versions macOS Sierra. This class provides discussion regarding the basic usage and the newest features for Organizing and working with files and folders in the **Finder Window** and how to setup and use the data backup and restore app **Time Machine**. Note that Time Machine requires an external hard drive via USB cable that is dedicated to the Time Machine backup process. Class computers are not provided. Bring your Mac to class if you like. Handout provided. **Know your Apple ID and password.**

macOS High Sierra Mail, Calendar and Contacts Basics 501 - \$25 90-minutes Students should have previously taken Mac Essentials or know the covered topics. The class describes features including Email protocol, security, adding attachments, settings and shortcuts among other very interesting topics. Class computers are not provided. If you like, bring your Mac to class. Handout is provided.

iPad iOS New User Skills Class 101 - \$25 90-minutes New to iPad, learn basic iPad iOS 10 and above, WiFi login, finger gestures, using email, using the Safari browser, email and downloading new apps. We suggest that you bring your iPad or iPad Mini with iOS 10 or higher installed to class. Handout provided. **Know your Apple ID.**

iPad iOS 11 Essentials Guide course 201 - \$25 90-minutes There are some new big in iOS Your favorite apps talk to Siri, Message get update, send payment and bring more life to your photos. The new Home app makes it simpler to secure your home, maps made more intuitive and the new news app finds the type of articles you want to read. iOS 10 has more integration with Apple Watch and easier editing of long sections of text which is a new and very cool and productive feature. Send a message in your own handwriting. There are more new features than we can list. Class computers are not provided. We suggest that you bring you iPad or iPad Mini with iOS 10 installed to class. Handout provided. **Know your Apple ID.**

iPad iOS 11 More New Features course 301 - \$25 90-minutes The new features that will be discussed are in addition to the apps and features reviewed in iPad iOS 10 Essentials Guide 101. The Picture-in-Picture app allows watching a small unique picture while searching in the remaining larger screen area of the iPad. A small but welcome Go Back to Previous apps back button has be added. How to auto-organize your selfies in Photos and other new features will be discussed. If there is time, a Question and Answer period will be conducted. Class computers are not provided. If you like, bring your iPad to class. Handout is provided. **Know your Apple ID**

Mac Photos, Apple’s photo organizing and editing app - \$25 90-minutes Photos has been engineered to be easy-to-use and streamlined for keeping your ever growing Pictures library organized and accessible. Two of the newest features are Memories, which creates automatic slideshows with music and the new Shared options. Photos can automatically

import your iPhoto library, and if you like, you can choose to store all of your photos and videos in the iCloud Photo Library. By storing your photos in the iCloud Photo Library, you can access your photos from your Mac and iOS 11 devices at anytime. Learn how to edit photos on you Mac, create albums, slideshows and share them with your friends and family. Changes you make to you photos in the iCloud Photo Library on your Mac are automatically reflected in your iOS devices. Fill up your library, not your iOS device. All your full-resolution photos and videos are stored in iCloud in their original formats, with storage-saving versions kept on your Mac as space is needed.

Class computers are not provided. Please note that you do not have to store your photos in the iCloud Library. Bring your computer if you like. Handout provided. **Know our Apple ID.**

Mastering Apple's Photos App for iOS 11 on iPad and iPhone - \$25 90-minutes **NEW CLASS** The new Photos app is for iOS 10 and above devices. The app is easy-to-use for keeping your Pictures library organized and accessible. Photos can automatically import your iPhoto library, and if you like, you can choose to store all of your photos and videos in the iCloud Photo Library. By storing your photos in the iCloud Photo Library, you can access your photos from your Mac and iOS devices at anytime. Learn how to edit photos on your iOS 11 device, create albums, slideshows and share them with your friends and family. Changes you make to you photos in the iCloud Photo Library on your iOS 10 device are automatically reflected in your Mac or other iOS devices.

Class computers are not provided. Bring your fully charged iPad or iPhone if you like. Handout provided. **Know your Apple ID.**

iPhone 7 and iPhone 7plus iOS 10 Essentials New Class - \$25 90-minutes The latest iPhones are certainly Apple's best even though their design doesn't look much different from the earlier iPhone 8 models. However, there are certainly a lot of new features that makes iPhone 7 and 7 Plus more useful and fun than ever. Both models have improved battery life, are water resistant, with bigger storage options and faster for serious photographers.

New features both iPhones include: The new Home button, Wake without any fingers, Main camera has a new 12MP sensor with optical image stabilization, new front-facing camera is now 7MP, Live photos are much smoother and more. The iPhone 7plus has: Dual rear cameras that delivers true 2x optical zoom and the new Portrait mode. Class computers are not provided. We suggest that you bring your iPhone 7 or 7plus with iOS10 installed to class. Handout provided.

Know your Apple ID and password

Mastering iPhone Photography Skills and Best Practices - \$25 90-minutes The new photography that everyone is excited about is iPhone photography using iPhones 6 thru 10. This Mastering iPhone Photography includes tips on exposure, positioning, composition, using HDR (High Dynamic Range) photography, Time-Lapse photography, the self-timer mode, Suggested best iPhone photo apps to acquire and more iPhone features including panning and video photos. The new dual lens on iPhone 7plus make taking a beautiful portrait very easy indeed. Addon lenses, tripods and other camera peripherals will be discussed in the upcoming iPhone Photography Advanced 201 class.

Suggested classes to take prior to the iPhone Photography 101 class would be "**iPad iOS 11 Essentials Guide course 101**" and **Apple's Photos App for Mac**. We suggest that you bring your iPhone to class fully charged with the latest iOS11 updates installed. Class computers are not provided. Handout is provided. Bring your iPhone to class and don't forget your Apple ID and password.

iCloud 101 Understanding and Using iCloud and iCloud Drive - \$25 90-minutes iCloud will be discussed for MacBooks and iMacs using macOS Sierra and above. Correctly setting up and using iCloud will be covered in class. iCloud allows you to share or sync, your photos, music and documents between all of your Mac and iOS devices. Features and hidden issues are covered. Class computers are not provided. Bring your Mac to class and don't forget your Apple ID and password. Handout provided.

Microsoft Office for Mac

Class computers are not provided. Bring your Mac to class if you like. Handout provided. Know your Apple ID.

Excel 2016 Intro for Mac 101 - \$25 90-minutes Excel for experienced users builds on the Excel skills developed in the Excel Intro class. New topics include adding and linking worksheets with formulas, inserting rows and columns, using functions, working with Absolute Cell References, adding headers and footers and simple worksheet formatting. Create a "What If" worksheet. Class files will be emailed to each student or placed on their laptops if they bring them to class. Class computers are not provided. Bring your Mac to class if you like. Handout provided.

Word 2016 word processing for Mac 101 - \$25 90-minutes This is a good class for a Mac user that needs Microsoft Word. The class provides a very good overview of the new Mac Word 2016 commands and features including text editing and formatting, special Word text selection methods, Styles, keyboard combinations and Spell Checker. Word for Mac is very much like Word 2016 for PCs. Class computers are not provided. Bring your Mac to class if you like. Handout provided.

PowerPoint 2016 Intro for Mac 101 - \$25 90-minutes This 90-minute PowerPoint class presents an introductory view of how to create a basic slide presentation no matter which version of PowerPoint you use. Topics include slide creation, transitions, adding text and images to slides, running slideshows and best practices for better than amateur results. Class computers are not provided. Bring your Mac to class if you like. Handout provided.

Pages word processing app for Mac 101 - \$25 90-minutes This is a good class for a Mac user that needs a word processor, but does not want to purchase an expensive Microsoft Office suite to obtain Word. The class provides a very good overview of the newest version of Pages, commands and features including text editing and formatting, text selection methods, Styles, keyboard combinations and Spell Checker. Class computers are not provided. Bring your Mac to class if you like. Handout provided.

Numbers Essentials spreadsheet app for Mac 101 - \$25 90-minutes This is a great class for people who are new to Numbers spreadsheet app for Mac and need a basic classes to become familiar with it. Well described is the Numbers workspace, cell referencing, how formulas are created and how spreadsheets are built using labels and values, Auto Fill, AutoSum and the copy and paste commands to build a sample budget and forecast. Class files will be emailed to each student or placed on their laptops if they bring them to class. Class computers are not provided. Bring your Mac to class if you like. Handout provided.

Keynote Essentials presentation app for Mac 101 - \$25 90-minutes This class describes how simple it is to create and deliver beautiful presentations with Keynote. Powerful tools and dazzling effects bring your presentation ideas to life and your presentations can be run on Mac and iOS devices and can be compatible with Microsoft PowerPoint as well. Topics include slide creation, transitions, adding text and images to slides, running slideshows and best practices for better than amateur presentation results. Class computers are not provided. Bring your Mac to class if you like. Handout provide

Presenting the new Valued Customer Card \$99



The **Valued Customer Card** is good for

- \$25 Credit Towards any scheduled Training class or One-On-One session
- Free Prioritization on Service – a new benefit
- Free Entry to Computer Concepts LAN Parties – a new benefit

Good at any Computer Concepts location for one year from date of purchase.

The Valued Customer Card replaces the retired Super Saver Card.

Sign up for a class today at one of Computer Concepts' three locations!

Chesapeake 1437 Sam's Drive, Suite A103, Chesapeake, VA 23320

Office: 757-410-4008

Williamsburg 5118 Center Street, in New Town, Williamsburg, VA 23188

Office: 757-564-3996

Yorktown 4328 George Washington Memorial Hwy, Yorktown, VA 23692

Office: 757-873-1580

www.mycomputerconcepts.com