

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

Windows 10 New User Basic Skills Class 101 and More New Features 201 have the new Windows 10 Creators update. Windows 10 mobile devices are not covered.

Windows 10 Class listings start on page 2.

New versions of Apple's operating systems are macOS 14 for Macbooks and iOS 12 for iPhones and iPads. Macbooks with macOS 14 and all sizes of iPads with iOS are available in all Computer Concepts stores.

Apple Class listings start on page 3.

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 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 should be installed as soon as new updates are available.

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

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. Microsoft's renewed commitment to PC gaming, creative twists on Windows Ink (no stylus required—a mouse or touchpad will do), and maps. Take a second look at Microsoft's 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 can, it is the best way to learn. 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 Cortana'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 can, it is the best way to learn. Handout is provided. Know you 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 can, it is the best way to learn. Handout is provided. Know you Microsoft ID and Password.*

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. **Windows File Explorer**, known as Windows Explorer, is the 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 second 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 the backup program like Windows 10 File History Backup included in Windows 10. *Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Handout is provided. Know you Microsoft ID and Password.*

Word 2016 (2013) Essentials for PC 101 - \$25 90-minutes Word basics are the same for Word 2016 and Word 2013. The new 2016 version of Word is faster and has new productivity features. This Essentials class covers commands and features including text editing and formatting, text selection methods, Styles, keyboard combinations and Spell Checker. Word 2016's look is similar to Word 2013, but easier to navigate. This overview will help students transitioning from earlier versions of Word or need to advance their skills. Class computers are not provided. Bring your computer to class so you can learn on your own device. A Handout is provided. Know your Microsoft ID and password, both are very important and one might be needed.

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. Bring your computer to class if you can, it is the best way to learn. Handout is provided. Know your Microsoft ID and Password.*

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 can, it is the best way to learn. Handout is provided. Know your Microsoft ID and Password.*

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 can, it is the best way to learn. Handout is provided. Know your Microsoft ID and Password.*

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 can, it is the best way to learn. Handout is provided. Know your Microsoft ID and Password.*

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

Skype Video Chat for PC - \$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 can, it is the best way to learn. Handout is provided. Know your Microsoft ID 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. Bring your computer to class if you can, it is the best way to learn. Handout is provided. Know your Microsoft ID and Password.*

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 on our web site. **macOS Mojave** is now the current operating system for Apple Mac computer.

macOS 14 Mojave Basic Skills for New Mac Users 101 - \$25 90-minutes Using the new macOS Mojave, 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 Mac version. This class is appropriate for users of macOS Mojave, 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 your system apps, WiFi connectivity, Mac’s Finder, and the new Safari Browser. Helpful commands using keyboard combinations are discussed. New, useful Mojave commands will be covered. Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Handout is provided. Know your Microsoft ID and Password.

macOS 14 Mojave, Using the Essential new macOS 14 Apps and Features, 201 - \$25 90-minutes - This class is not for first-time users of the Apple macOS. Basic Mac/iMac usage is not covered.

Experienced MacBook and iMac users will learn about the new features for macOS 14 as well as many new features of the most popular macOS apps. Mojave’s brings new features that include the long-awaited true Dark Mode, Stacks organizes all random contents on the desktop into document batches, a new Mac App Store, and a better Screenshot tool. Apple’s Continuity is made more powerful with the addition of Continuity Camera. The Quick Look lets you perform specific actions on files and documents without opening an app and Markup tools can be used with Quick Look. Mojave also brings added security making it necessary for an app to ask for approval before granting use of your Mac’s camera, microphone, Messages history, and Mail database. Some iOS apps with now work with macOS. Almost every app has new features. Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Handout is provided. Know your Microsoft ID and Password.

Mac Finder Window and Time Machine Backup for Mac 401 – \$25 90-minutes Topics are relevant to Mac versions macOS versions. 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.**

macOS14 Mojave 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 12 - New User Skills Class 101 - \$25 90-minutes New to iPad, learn basic iPad iOS 12 setup, wifi login, finger gestures, using the Safari downloading new apps. iOS 12 is faster and more responsive than ever, animations are smoother, with up to 40% faster app launch, 50% faster keyboard display, Group FaceTime with up to 32 participants at the same time, and Photos iMessage app.

It is suggested that you bring your iPad, iPad Pro or iPad Mini with iOS 12 installed for the class. Learn to use your new iPad to have more fun and be more productive. Your favorite apps like Siri and Photos have been updated and now bring more life to your photos. There are more new features than we can list. Class iPads are not provided. Bring your iPad, iPad Pro or iPad Mini to class with iOS 11 or 12 installed and the battery fully charged. Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Handout is provided. Know your Microsoft ID and Password

iPad iOS 12 – First look at the New iOS 12 Features - Class 201 - \$25 90-minutes This new class is for iPad users that know iPad basics. If you are new to the iPad, please first take the iPad iOS 12 New User Skills Class 101. iOS 12 is faster and more responsive than ever, animations are smoother, with up to 40% faster app launch, 50% faster keyboard display, and Group FaceTime with up to 32 participants at the same time. The Photos app has added Intelligent search suggestions, Event search, Multiple keyword searches, sharing suggestions, and more.

The new features that will be discussed are in addition to the apps and features reviewed in iPad iOS 11 or 12 Essentials Guide 101. All Lock Screen Notifications will be grouped by category, i.e. tweets, email, Instagram and others. Seventy new emojis, Me Emojis, and take photos of your Me Emojis. Do Not Disturb has quite hours to set and Auto-Replies can be used for Favorites. The new Measure app will take a physical item’s dimensions or specifics item’s dimensions accurately. Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Handout is provided. Know your Microsoft ID and Password

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 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. Please note that you do not have to store your photos in the iCloud Library.

Class computers are not provided. Bring your Computer to class so you can learn on your own device. A Handout is provided. Know your Apple ID and password, both are very important and one might be needed.

Mastering Apple's Photos App for iOS 12 on iPad and iPhone - \$25 90-minutes The new Photos app is for iOS 12 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 12 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 12 device are automatically reflected in your Mac or other iOS devices. *Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Handout is provided. Know you Microsoft ID and Password*

iPhone iOS 12 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 models. However, there are certainly a lot of new features that makes iPhone 7 and 7 Plus and above 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 Computer to class so you can learn on your own device. A Handout is provided. Know your Apple ID and password, both are very important and you might need it.

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

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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

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