

March 20, 2020

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

Apple Class listings start on the bottom page 3

The Newest Apple Operating Systems; MacOS 10.15.4 Catalina for Mac and iMac  
iOS 13.3 for iPhones and iPadOS 13.3 for compatible iPads are now available.

New classes for these new operating systems have been available since mid-October 2019.

Windows 10 Class listings start on page 2.

*Important New Class, Organizing Windows 10 Files, Pictures and Folders Using File Explorer*  
**Windows 10 New User Basic Skills Class 101**

**New Features 201 Windows version 1903. Windows 10 mobile devices are not covered.**

**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](http://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. See below for more information.

To request a One-On-One session or present a question, send an email to Dick Smith, the Training Director, at: [dsmith@mycomputerconcepts.com](mailto:dsmith@mycomputerconcepts.com)

## Presenting the new Valued Customer Card \$99



The **Valued Customer Card** is good for

- \$25 Credit Towards any Training
- Free Prioritization on Service (\$49 Value)
- Free Watchman Monitoring (\$199 Value)

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

# Windows and Apple Essentials Class Descriptions

## 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 and Features Class 101** - \$25 90-minutes If you are a new Windows 10 this is the course for you. This class is presented using the newest version of the Windows 10 version 1903 6-21-19 operating system. Sections describe the basic skills every computer user must know including setting up the Start Menu, Settings, the proper shutdown procedure, using right-click menus, opening, and closing programs, entering text, using keyboard special keys, proper mouse and trackpad usage, ejecting a thumb drive and a browser. Also included is how to use the new Snip and Sketch tool for taking screenshots of any object on the desktop or the entire desktop.

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

**Very Important New Class, take this Windows class next**

**Organizing Windows 10 Files, Pictures and Folders Using File Explorer** - \$25 90-minutes Great for organizing ancestry, business documents, and even photos. This class is very important to the organization and retention of all your computer data. The importance of data organization and backups cannot be overstated! **Data Files** are all types of documents, photos, videos, and music. **Windows File Explorer (icon looks like a manila file folder)**, previously known as Windows Explorer, is the **File Manager** application included in the Windows 10 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.

*Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Know your Microsoft ID and Password. A Handout is provided.*

**Windows 10 Essential Productivity and Security Settings** - \$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 you. *Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Know your Microsoft ID and Password. A Handout is 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. **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. Know your Microsoft ID and Password. A Handout is provided*

**Word 2019 (2016) Essentials for PC 101** - \$25 90-minutes Word basics are the same for Word 2019 and Word 2016. The new 2019 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 2019's look is similar to Word 2016, 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. Know your Microsoft ID and password, both are very important, and one might be needed. A Handout is provided*

**Word 2016-2019 Intro Essentials for PC 201** - \$25 90-minutes Word 2016 has a new look, is faster and has new productivity features. This Word 2019 overview of covers commands and features including text editing and formatting, text selection methods, Styles, keyboard combinations and Spell Checker. Word 2019's new look is similar to Word 2016, but easier to navigate. This overview will help students transitioning from earlier versions of Word to easily find their way. *Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Know your Microsoft ID and Password. A Handout is provided.*

# Windows and Apple Essentials Class Descriptions

**Outlook 2016-2019 Email Essentials Overview** - \$25 90-minutes Outlook 2016-19, 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. Know your Microsoft ID and Password. A Handout is provided.*

**Skype Video Chat for PC** - \$25 90-minutes Skype is the leading video chat software use 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. *Class computers are not provided. Bring your computer to class if you can, it is the best way to learn. Know your Microsoft ID and Password. A Handout is provided.*

**Cybersecurity Basics, A Simple Guide To Your Online Security NEW VERSION** - \$25 90-minutes New mobile phone security methods for Apple and Android phones. Included is the latest information from the National Cyber Awareness System, Homeland Security, and Vulnerability summaries. There Are Bad Guys and Good Guys, Current Malware trends including CyptoLocker, Ransomware, Phishing and Spear Phishing, Browser Hijackers to name just a few. Zombie Computers and Botnets, bad use of 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. Know your Microsoft ID and Password. A Handout is provided.*

## **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 15 Catalina** is the current operating system for Apple Mac and iMac computers. **New Mac and iOS Operating Systems are available Now.**

**macOS Catalina 10.15 Basic Skills for New Mac Users 101** - \$25 90-minutes - The New **macOS Catalina** operating system replaces Mojave for Apple computers. With **macOS Catalina**, there are enhanced security features to better protect **macOS** against tampering, help ensure that the apps you use are safe, and gives you greater control over access to your data. Dark Mode is greatly improved. It is much easier to find your **Mac** if it's lost or stolen. Three new features in Apple Mail: mute a thread, block a sender and unsubscribe. Other updates: Some iPad apps have been brought over to the Mac, Photos app improvements, there are enhancements to the Notes app, Safari updates, and Sidecar for using an iPad as a wireless Mac display. iTunes is gone replaced by Podcasts, Music, TV, and Books.

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 Catalina commands will be covered. *Class computers are not provided. Bring your Computer to class so you can learn on your own device. A Handout is provided.*

**iPadOS 13 - First look at the New iPadOS 13 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 iPadOS 13 New User Skills Class 101. iPadOS 13 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 apps and features reviewed in iPadOS 13 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. Know you Apple ID and Password. A Handout is provided*

**Photos for macOS Catalina 10.15, Apple's photo organizing and editing tools** - \$25 90-minutes **Photos in macOS Catalina 10.15** has updated many new tools for editing and helping you keep your growing library organized and accessible. Powerful and intuitive editing tools help you perfect your images. Memories display the best images from your photo library in beautiful categorized collections. And with iCloud Photos, you can keep a lifetime's worth of photos and videos stored in iCloud and up to date on your Mac, iOS devices, Apple TV, and even your PC. The new Light editing tools include Brilliance to let you brighten dark areas, Retouch is better than ever. There's a Loop effect to play images again and again. Use Bounce to play action forward and backward. Click to apply one of nine filters inspired by classic photography styles. Share your photos in more places than ever. Use iCloud Photos as a convenient home for all your photos and videos. *Class computers are not provided. Bring your Computer to class so you can learn on your own device. A Handout is provided.*

# Windows and Apple Essentials Class Descriptions

**Mastering Apple's Photos App for iPadOS 13 on iPad and iOS 13 for 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 any time. Learn how to edit photos on your iOS 13 device, create albums, slideshows and share them with your friends and family.

**Changes you make to your photos in the iCloud Photo Library on your iOS 13 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. A Handout is provided. Know your Microsoft ID and Password.*

**Mac Finder Window and Time Machine Backup for Mac and iMac Computers** – \$25 90-minutes Topics are relevant to Apples' macOS Mojave, High Sierra, and Sierra. This class provides a discussion regarding the basic usage and the newest features for Organizing and working with files and folders in the Finder Window. The skills taught are also used to organize files in iWorks, Office 2016 for Mac, Apple email, and in many other Apple apps.

Time Machine the free backup app used in MacBooks and iMacs. Setup for Time Machine is very easy and as it backs up everything on an external USB connected hard drive. A Time Machine backup can be used to restore individual files or the entire contents of the backup to your computer including the operating system and saved files and folders. Once Time Machine is linked with the external hard drive, it automatically stores your backup data in a way that your data is easily restored to your computer. Note that the Time Machine backup drive will be wiped, formatted, and then solely dedicated to the Time Machine backup process.

*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 your password might be needed.*

**Mastering Apple's Photos App for iPadOS 13 on iPad and iOS 13 for 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 any time.

Learn how to edit photos on your iOS 13 device, create albums, slideshows and share them with your friends and family. Changes you make to your photos in the iCloud Photo Library on your iOS 13 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. Know your Microsoft ID and Password. A Handout is provided*

**Using iPhone the newest iPhone including 8, X, XR, XS, and XS Max Basic Skills and Features** - \$25 90-minutes - The iPhone XS, XS Max, and XR phones are updates to last year's iPhone X, 8 and 8Plus. The iPhone XS, XS Max, and XR retain the familiar design of the iPhone X, including a 5.8-inch OLED display. The latest iPhones are certainly Apple's best even though their design does not look much different from the earlier iPhone X models. However, there are certainly a lot of new features that make iPhone X, XR, XS, and XS Max 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 iPhones features include a new Back camera has a 12MP sensor with optical image stabilization, the new front-facing camera is now 7MP, Live photos are much smoother and more. The new iPhone XR, XS, and XS Max Dual rear cameras that deliver true 2x optical zoom and the new Portrait mode. *Class computers are not provided. We suggest that you bring your iPhone X series iPhone with iOS13 installed to class. Know your Apple ID and password. A Handout is provided.*

**iCloud 101, Understanding and Using iCloud and iCloud Drive New Version-** \$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. *Know your Apple ID and password, both are very important, Class computers are not provided. Bring your Mac to class if you like. A Handout is provided.*

**Excel 2016-2019 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. A Handout is provided.*

# Windows and Apple Essentials Class Descriptions

**Word 2016-2019 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 2016-2019 for PCs. *Class computers are not provided. Bring your Mac to class if you like. A Handout is provided.*

**PowerPoint 2016-2019 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. A Handout is 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. A Handout is 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 class 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. A Handout is 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. A Handout is provided.*

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](http://www.mycomputerconcepts.com)

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