

Technology



Learn & Save!

BEFORE registering online, call to enroll in at least 3 of the technology classes offered with a friend and each save \$5.00 off each class section. Call 651-480-7670 to receive price adjustment.

Bring your Windows 10 notebook or use the Windows 10 desktops in the lab.
See more detailed course descriptions and instructor bios online at www.HastingsCommunityEd.com.

Microsoft Excel 2016 Introduction **NEW**

Ron Behnke

Learn basic concepts like ranges, formulas and functions. Use the ribbon effectively. Create workbooks and worksheets. Format worksheet cells for your needs. Find and select particular cells. Use templates to re-use your great worksheets. Validate your data in Excel. Discover keyboard shortcuts. Print your worksheet the way you want it. Share your data with Word and other files. Password protect your files. Tips and tricks. Get help with your questions. Bring your own notebook PC or we will use one in the lab.

#51166B

Sat Mar 2

9-11 am

Sr. High, #B211

\$29-1 ses

Windows 10 Tricks and Tips **NEW**

Ron Behnke

Make Windows 10 look and behave like you want. Use the new, built-in Edge browser. Try Cortana, Personal Assistant. Have File Explorer open to This PC rather than Quick Access. Learn to boot into Safe Mode to troubleshoot. Personalize the Start Menu. Use the Xbox App to record your screen. If you do a lot of traveling, learn to download maps. Sign in securely with a PIN or a picture. Discover handy keyboard shortcuts. Explore Themes, Screensaver and Wallpaper. Learn to block some Windows 10 updates. Notepad, Magnifier and Mouse tricks.

#51167B

Sat Jan 26

9-11 am

Sr. High, #B211

\$29-1 ses

Personal Internet Safety and Security **NEW**

Ron Behnke

Creating complex passwords is one of the best ways to stay safe on the Internet today. It is a chore creating them so we will discuss using a password manager program to help with this. How to look at your home's connection to the internet to make sure its security settings are correct. How to stay secure on the internet when travelling or just down the street at a coffee shop. Learn how to use your virtual private network (VPN) and firewalls to stay safe. Discover how keeping your operating system security software patches up to date is the key. Backup, backup, backup. Bring your own notebook PC or we will use the computers in the lab.

#51168B

Sat Mar 2

12-2 pm

Sr. High, #B211

\$29-1 ses

Private Tech Tutoring for Up to 2 People

R. Behnke/M. Ries

Enjoy 100% of your instructor's attention to learn more about technology of your choosing. Our instructor is here to tutor you! Cost is \$120 for up to two people in a 90-minute lesson. (A 5% discount will be given if multiple tutoring sessions are scheduled in the same conversation.) For more information, please call 651-480-7674 or email Zena at zstefani@hastings.k12.mn.us

Technology

Smartphones Demystified

(Android or Apple) *Mike Reis*
Perfect for that person who JUST GOT A SMARTPHONE or who is READY TO LEARN EVEN MORE. Topics include texting, data plans (and overages) and other basics for your fancy, new phone. Discover how to maximize the cool features it offers you.



Try Siri, set reminders, use your calendar, copy/save pictures and things you didn't even know you could do. Bring your smartphone to class (any brand).

#511108A Tue Jan 22 & 29 6:30-8:30 pm Tilden Com Ctr, #117 \$39-2 ses

iPads & iPhones - Rock Your World!

Mike Reis

Have questions about your iPad, iPad Mini or iPhone? Get the answers YOU need! Learn about the hardware and accessories, how to sync music and photos from your computer and tips for getting the most out of Safari. Get the most out of Mail, Contacts, Calendar, Reminders, and iCloud (allows you to sync information, share photos, locate your device, and backup your iPad). Do you want to really rock the way you use your iPhone? Discover how to block unwanted callers, share your current location with others, increase battery life, and so much more! Bring Apple iPad and/or iPhone.

#511109A Thu Feb 7 & 21 6:30-8:30 pm Tilden Com Ctr, #117 \$39-2 ses

Intro to **NEW** Google Docs

Mike Reis

Google's **FREE, web-based software** can provide you with a great alternative to Microsoft Word. With Google Docs, you can create, format and edit text documents without needing special software. What's more, multiple people can work at the same time on a document. You can see people's changes as they make them! Docs allows you to also create columns, add pictures, links, tables and more. Designed for beginners.



#511110A Sat Feb 2 9-11 am Sr. High, #B211 \$19-1 ses

Intro to Google Sheets **NEW**

Mike Reis

Google's **FREE, web-based software** can provide you with a great alternative to Microsoft Excel. Google Sheets allows you to create spreadsheets including colorful charts and graphs. Built-in formulas, pivot tables and conditional formatting options save time and simplify common spreadsheet tasks. Beginners, learn the basics.

#511111A Sat Feb 2 12-2 pm Sr. High, #B211 \$19-1 ses

To Register, call **651-480-7670** or go online to
HastingsCommunityEd.com

For professional development **ONLINE COURSES**, see: <https://bit.ly/1EI8kBB>
UGotClass online certificates and courses, "Skills for the 21st Century"