

Greetings



**Your Membership  
Status:**

June 1, 2022

# Kilobytes

The Newsletter of  
The Computer Club of Rossmore

visit our website at [www.caccor.com](http://www.caccor.com)

*For best viewing on a smartphone, please hold your phone in a horizontal position*

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## Computing Fundamentals ...

A new series of Flash Classes is premiering this month with hands-on classes in the Computer Center. These very basic classes are for those who are new to computers or for those who would like to refresh or improve their skills. See June Flash Class schedule below for more information.

- Introduction to Google Maps
- Introduction to Microsoft Word
- Printing Labels in Microsoft Word
- Managing Photos on Your iPhone / iPad
- Computing Fundamentals:
  - Basic Settings for MAC Computers
  - Basic Settings for Windows Computers



## **Introduction to Google Maps**

**Thursday, June 2, 2:00 PM via Zoom**

Learn to find locations and routes with Google Maps. We will cover the following topics: Search for a location, Map vs Satellite, Zoom in/out, Find a Route, Select and print a Route, E-Mail a Link to Friends, and more.

**PLATFORM:** WINDOWS / MAC **LEVEL:** Beginner

Click to Enroll: [FLASH CLASS: Introduction to Google Maps](#)

## **Introduction to Microsoft Word**

**Monday, June 6, 1:30 PM via Zoom**

Get acquainted with Microsoft Word. We will cover the following topics: Understand the Ribbon and Tabs, How to Format text, Page Layout, Adding pictures, and more.

**PLATFORM:** WINDOWS / MAC\* **LEVEL:** Beginner

Click to Enroll: [FLASH CLASS: Introduction to Microsoft Word](#)

## **Printing Labels in Microsoft Word**

**Monday, June 20, 1:30 PM via Zoom**

Need to address Christmas Cards? Need to print some name Tags? Learn how to print labels using a Word Table or Excel Spreadsheet.

**PLATFORM:** WINDOWS / MAC\* **LEVEL:** Intermediate

Click to Enroll: [FLASH CLASS: Printing Labels in Microsoft Word](#)

## **Managing Photos on Your iPhone / iPad**

**Thursday, June 23, 10:00AM via Zoom**

Learn how to create, organize and share albums, send pictures via text and email, set up favorites, un-delete photos, use iCloud to sync with PC or Mac, and more.

**PLATFORM:** iPHONE / iPAD **LEVEL:** Beginner

Click to Enroll: [FLASH CLASS: Managing Photos on your iPhone / iPad](#)

## **Computing Fundamentals: Basic Settings for MAC Computers**

**Tuesday, June 28, 3:30 PM in the Computer Center**

This single-topic class will include working with computer settings such basic configuration, user preferences, privacy, customization and control of your computer with hands-on, supervised practice with each of these concepts.

**PLATFORM:** MAC / **LEVEL:** Beginner (Fundamentals)

Click to Enroll: [FLASH CLASS: Basic Settings for MAC Computers](#)

## **Computing Fundamentals: Basic Settings for Windows Computers**

**Thursday, June 30, 3:30 PM in the Computer Center**

This single-topic class will include working with computer settings such basic configuration, user preferences, privacy, customization and control of your computer with hands-on, supervised practice with each of

these concepts.

**PLATFORM:** WINDOWS / **LEVEL:** Beginner (Fundamentals)

Click to Enroll: [FLASH CLASS: Basic Settings for Windows Computers](#)

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**\*Unless otherwise noted, MS Word and Excel classes** are taught using the Windows versions of these programs. Mac users are welcome to take these classes, but some features of the Mac versions may differ.

### **Wait List**

If the class you want to take is full, please be sure to put your name on the Wait List. It is quite common for registered students to cancel their registration, making way for others to be bumped from the Wait List to active enrollment status. And, **if we have a 6 or more students on the Wait List, our instructors are now committed to immediately adding an additional class**, with priority registration offered to those on the list.

### **About Flash Classes**

Flash classes are free and are only available to Active (paid) members of the Computer Club. Registration is generally limited to 15 students. To register, click on the links shown above, or go to the Flash Class tab at [www.caccor.com](http://www.caccor.com)

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## **Try Out Windows 11 in Computer Center**

Visitors can preview features of Windows 11 in the Computer Center. The latest version is installed on the computer in the back corner. Come to the Center and try it out for yourself.

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## **What's New in the Member Forum?**

**Ask questions, provide answers, buy, sell, trade or give-away equipment and devices.**



Non-members may now access the Computer Club's online Forum. This change will help our members make the most of the Forum by opening up participation to a wider audience.

**What's new in the Forum? Check out these posts from Forum participants:**

- **Confusion on cloud storage (4 replies)**
- **Google Earth Pro (1 reply)**
- **Maxtor 500GB external hard drive w/power adaptor and USB 2.0 cable - free**
- **Canon PIXMA MX922 Printer - free**

Visit the Forum to find out more about these posts. **Simply click the Computer Club Forum button at the top of this newsletter.** The forum link is also displayed on the home page of our website.



### **Computer Center Update**

Based on new input from our volunteers, we are continuing to require that all visitors are both masked and vaccinated. *However,* we will no longer verify a visitor's vaccination status. Visitors to the Center are "on their honor" to comply. Our volunteers appreciate your cooperation.



### **Drop-in Tech Support at the Computer Center**

Drop-in technical support services for laptops and handheld devices are available in the Computer Center during regular Center hours. Services are offered on a first come, first served basis. Support is available to all Computer Club members, as well as to any Rossmoor resident.

Please note: Because our support services are dependent on volunteer availability, there may be some instances when a session will be cancelled.

Windows PCs..... Mon & Tue 10:00-noon  
Windows 10..... Fri 10:00-noon

Mac.....	Mon, Tue, Thu 10:00-noon; Wed, Fri 1:30-3:30
iPhone, iPad.....	Mon, Tue 10:00-noon; Wed, Fri 1:30-3:30
Apple Watch .....	Fri 1:30-3:30
Android devices ...	Mon & Tue 10:00-noon

If you require support for a desktop system, printer, WiFi connectivity, etc., in-home service is available for active members of the Computer Club (non-Rossmoor members are served via remote access when possible).

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## Tech Tips Articles

Our Tech Tips articles appear in the Rossmoor News. Just go to <http://www.caccor.com> and click on the Links tab, where you will find a full listing of all the articles, *along with their clickable links*. You will also find a form for submitting questions to our Tech Tips columnist, Harris Greenberg, or to Computer Club Board Members and Volunteers.

Here are some of our recent articles:

- Scanning Documents and Pictures
- Don't Get Spoofed
- Using Apple and Google Maps
- Digital Assistants and Smart Home Devices
- How to Use Online Reviews and Ratings
- Improve Your Use of Email
- Using Text Messages and Dictation
- What to Consider When Buying a New Laptop
- Google Apps You May Not Know About
- Digital Art: Left to Your Own Devices
- Useful & Entertaining Augmented Reality Apps
- Troubleshooting Printer Problems

**To read the Rossmoor News online,** go to [RossmoorNews.com](http://RossmoorNews.com).

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**Computer Classes at  
Acalanes Adult Education**



## Registration Open for Remaining Summer classes

Acalanes Adult Ed offers an array of classes for Mac / iPhone / iPad... even Apple Watch. Some classes will be offered online, others in person at the Acalanes campus, located right next to Rossmoor. For detailed class information and to register, visit the Acalanes website by clicking [here](#).

For classes with multiple sessions, the number of meetings is shown in parentheses ( ) after the class name. All other classes meet for a single 2-hour session, unless otherwise specified in the course description.

### **COURSE**

### **START DATE**

#### **Multi-Session Classes**

iPhone 101 (8)	June 7
Learn Pages on Mac (3)	June 8
Learn Numbers on the Mac (3)	June 15
Apple Watch - (4)	July 5
Photos: Take,Organize,Edit,Share (3)	July 13

#### **Single-Session Classes**

You Have Email	June 28
Message and More	June 28
Ob-La-Di, Ob-La-Da	June 30
Surfin' with Safari	June 30
All about iCloud	July 13
Wallet and Apple Pay	July 14

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The Computer Club of Rossmoor / [www.caccor.com](http://www.caccor.com) / phone: 925-947-4527

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