

San Mateo Senior Center Computer Group

A PROGRAM OF SAN MATEO PARKS AND RECREATION DEPARTMENT

Winter 2012

If you have been thinking you would like to learn more about computers and you are age 50 or older, we have classes for you. The Computer Group at the San Mateo Senior Center offers classes to teach you the basics, including word processing, how to use email and the internet, and much more.

Our classes run 1 day a week, for 2 to 3 hours, for 3 to 5 weeks. The cost is \$20 to \$35 for 3 to 5 sessions, depending on the class. To sign up, get an application from our web site or from the front desk at the Senior Center. If you would like to speak with someone about the classes before signing up, leave a message at 650-345-7029 and we'll return your call.

If you have ideas for other classes you would like us to teach, we want to hear them. If you think you might like to volunteer with our group or come to one of our meetings, send us an email

(sanmateosccg@yahoo.com) or leave us a message at 650-345-7029 and we'll return your call.

Computer Club

If you would like to meet other seniors who are interested in computers, come to our Computer Club. Meetings are the first Monday of every month at 2:00pm in the computer classroom. Our purpose is to continue your interest and knowledge of computers without specific classes in a communal atmosphere.

Our classes seek to demystify computers for seniors (living in or out of San Mateo) and expose them to the world of information that is just keystrokes away. March with us into the information age. You know you're never too old to learn!

Schedule: COMPUTER CLASSES

January – February – March 2012

	Introduction to Computers	
Monday	9:00 am – 12 pm	1/23 thru 2/27 3/19 thru 4/16
	Tools 2 Create	
Tuesday	1:00 pm – 3 pm	1/10 thru 2/7
	Personalized iPad (Conference room)	
Tuesday	2:00 pm – 4 pm	1/10 thru 1/31
	Photo Management	
Wednesday	9:30 am – 12 pm	1/25 thru 2/22
	Email & The Internet	
Wednesday	9:30 am – 12 pm	3/21 thru 4/18

INTRODUCTION TO COMPUTERS

Basic steps of using a computer:

- Desktop and pointer shape, using the mouse
- Selecting, Deleting, and Inserting text, Cut, Copy, and Paste, files and folders

TOOLS 2 CREATE

Learn new social media tools. Students will be introduced to image generators, avatars, mini-music videos, wikis, blogs, and all sorts of fun web 2.0 tools. Note: Not for beginners. Must be comfortable online.

PERSONALIZED IPAD

We will train you to operate your iPad so that you can access email, read books, listen to music and access iTunes apps. Then you chose 4 of the 20 additional options such as photo imaging, specific games, configuring text to create ePub books, speaking to create text and downloading podcasts.

PHOTO MANAGEMENT

Getting, modifying, and sharing photos.

EMAIL & THE INTERNET

Basic steps of using email and the internet:

- Sending and receiving email
- Finding information, shopping, getting maps and directions, travel sites, news, radio stations, games, downloading pictures

San Mateo Senior Center, 2645 Alameda de las Pulgas (Telephone 650-345-7029)

Email – sanmateosccg@yahoo.com; Web – <http://www.ackerfield.com/smsccg>

Wikipedia

From the Wikipedia web site:

“Wikipedia is a multilingual, web-based, free-content encyclopedia project based on an openly editable model. The name “Wikipedia” is a portmanteau of the words wiki (a technology for creating collaborative websites, from the Hawaiian word wiki, meaning “quick”) and encyclopedia. Wikipedia’s articles provide links to guide the user to related pages with additional information.

Wikipedia is written collaboratively by largely anonymous Internet volunteers who write without pay. Anyone with Internet access can write and make changes to Wikipedia articles (except in certain cases where editing is restricted to prevent disruption or vandalism). Users can contribute anonymously, under a pseudonym, or with their real identity, if they choose.

The fundamental principles by which Wikipedia operates are summarized in the form of five “pillars”:

1. Wikipedia is an online encyclopedia.
2. Wikipedia is written from a neutral point of view.
3. Wikipedia is free content that anyone can edit, use, modify, and distribute.
4. Editors should interact with each other in a respectful and civil manner.
5. Wikipedia does not have firm rules.

Wikipedia is a live collaboration differing from paper-based reference sources in important ways. Unlike printed encyclopedias, Wikipedia is continually created and updated, with articles on historic events appearing within minutes, rather than months or years. Older articles tend to grow more comprehensive and balanced; newer articles may contain misinformation, unencyclopedic content, or vandalism. Awareness of this aids obtaining valid information and avoiding recently added misinformation.”

Try using Wikipedia:

1. Go to <http://www.wikipedia.com>
2. Look for the



box in

the upper right corner of your Wikipedia window.

3. Type a search term, such as gemstones.
4. Within the article, notice the blue links. You can click on these for further information about a topic. Also notice the red links – these mean more information is needed but not available.
5. Scroll through the article and see the Notes and External links at the bottom.
6. For many articles, there are also additional topics of interest listed in a grid at the bottom of the page.
7. Notice these tools on the left side of the page:



8. Try another search term at the top of the Wikipedia window or follow more links to find further information about your original topic.

Have fun!

Diana Rehfield

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