



Computer Training Programs for Private Communities



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Fully Insured ~ Excellent References

About Partner Computing

We work with your management team to deliver high quality instructor-led classroom style training at your facility. Our trainers are local technology experts who are friendly, highly-skilled and passionate about making technology useful and enjoyable for seniors!

We create a very comfortable learning environment, provide useful materials and guidance during hands-on exercises.

Your Privacy – Our Responsibility

We understand the importance of protecting the privacy of your residents. We only collect information that you voluntarily give us via email or other direct contact from you. We never share, sell or rent this information to anyone for any reason. We do not contact residents directly unless we are requested to do so.

Information Security

We take precautions to protect your information. When you submit sensitive information via our website, or communicate with us via email, your information is protected both online and offline.

**Partner Computing is a division of:
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If you don't see a class of interest, please ask us!

- Class Topics:** Beginner to advanced, custom by request
- Class Times:** AM, PM, Weekdays, Weekends
- Class Length:** 2 Hours (90 minutes instruction, 30 minutes QA)
- Class Fee:** \$240.00 per class flat fee
- Payment:** Invoice Monthly
- Refunds:** Up to 1-day prior, then class credit for 1 year
- Registration:** Optional in house (you) or Online (us)
- Minimum:** No minimum number of attendees required
- Maximum:** 15 for hands-on (no maximum for demonstrations)
- Location:** Your meeting room, cafe, library, auditorium Your
- Equipment:** Audio/Visual, residents bring own devices
- Materials:** All classes include print materials
- Evaluations:** Yes, as requested (yours or our standard form)
- Insurance:** Yes, certificate provided

Please note: each topic is a single class! We can customize.

Computer Basics

Mac OSX Basics

1. Get to Know Apple's Operating System (iOS)
2. Navigate your Mac and Use Finder
3. Create Files, Folders and Search Features
4. Create a System Backup
5. Open Application Programs and Practice
6. Adjusting Your Mac Settings
7. Understanding Your Apple Account
8. Maintain Your Apple Computer
9. Connecting and Using Devices with your Mac

Windows 10

1. Windows Desktop and "Start" Button Customization
2. Personalize your PC – Adjusting your Settings
3. Open Application Programs and Practice
4. Create and Manage Files and Folders
5. Create a System Backup
6. Understanding your Microsoft Account
7. Maintain your Computer
8. Connecting and Using Devices with your PC

Devices

iPhone

1. Manage Your Home Screen Icons
2. Adding and Managing Contacts
3. Phone, Email and Messaging
4. Installing and Managing Apps
5. Wallpaper, Sounds, Managing Notifications
6. Syncing Your iPhone with iCloud and other Devices
7. Calendar and Reminders
8. Camera and Photos

iPad

1. Get to Know your iPad Inside and Out
2. Mail, Messages, FaceTime
3. Installing and Managing Apps
4. Security and General Settings
5. Wallpaper, Sounds, Managing Notifications
6. iCloud and Syncing Your iPad
7. Contacts, Calendar, Reminders
8. Camera and Photo Sharing

Smartphone (Android)

1. Getting Started with Your Device
2. Common Tasks
3. Setting Up Your Email
4. Managing Contacts
5. Downloading Apps
6. Security and Privacy
7. Keeping Your Device Running Smoothly
8. Managing Notifications on Android

Digital Photo - hands-on and demo

1. Upload Photos to your PC or Mac from Digital Camera
2. Editing Digital Photos
3. How to Organize Your Digital Photos (Demo)
4. How to Scan & Preserve Old Photos & Memorabilia (Demo)

Internet

1. Cloud Computing

What is meant by "cloud computing" and how is it used? Learn about how people like you are using the cloud every day! What will you do with your cloud?

2. Internet Browser

Learn about four of the most popular Internet browsers: Chrome, Edge, Safari and Firefox and great tips on searching the Internet securely for anything. Lots of great resources to share!

3. Internet Security

1. Learn five important Online safety habits you should always practice.
2. Learn how to Secure your Home Wireless Network.

4. Wi-Fi and Bluetooth

1. Wi-Fi is everywhere! Learn how to access the Internet through Wi-Fi hotspots in coffee shops, hotels, airports, and other public spots from your mobile device or laptop with best practices for information security.
2. Learn Bluetooth technology and how it is used for your car, headphones, speakers, web cam, printer, keyboard.

Microsoft Office *Please note: each numbered topic is a single class! We can customize.*

1. Word

1. Working with Text
Text Basics, Formatting Text, Using Find and Replace
Indents and Tabs, Line and Paragraph Spacing,
Creating Lists and Hyperlinks
2. Working with Objects
Pictures and Text Wrapping
Formatting Pictures, Shapes and Text Boxes
Aligning, Ordering, and Grouping Objects
Tables and Charts

3. Layout and Printing
Page Layout, Printing Documents, Page Numbers, Page Breaks, Columns, Headers and Footers
4. Collaboration and Reviewing
Checking Spelling and Grammar, Track Changes and Comments, Inspecting and Protecting Documents

2. Excel

1. Tour Excel and create a simple spreadsheet, working with cells, columns and rows with data.
2. Introduction to simple formulas and functions.
3. Working with data to freeze panes, learn about view options, sorting and filtering data.
4. Working with multiple worksheets, using find and replace, checking spelling, page layout and printing.
5. Learn how to create tables and charts from your data and ways to modify to suit your needs.

3. PowerPoint

1. PowerPoint Basics: Introduction and Use
2. Working with Slides, Text and Photos
3. Apply Themes and Transitions
4. Working with Video, Audio, Tables, Charts
5. Review Collaborating your Presentation
6. Rehearsing and Recording your Presentation
7. Customize Your Presentation with Slide Master

4. Outlook

1. Send, receive and organize email
2. Create and share Contacts and Calendars
3. Create Meeting Requests, To-Do Lists
4. Understanding Email Settings
5. Import/Export Contacts
6. Modify email settings and accounts

5. OneNote

1. What is OneNote and how is it used?
2. Practice note taking and sharing from anywhere

6. Access

1. What is an Access Database and how is it used?
2. Practice creating simple yet useful databases
3. Practice database queries, reports and forms

7. Publisher

1. Show me Publisher and how it is used
2. Practice using Publisher to create an event flyer
3. Practice using Publisher to create brochures

. OneDrive & Office Online

1. Getting started with OneDrive: creating office documents
2. Learn how upload, sync and manage files
3. Working with Office Online
4. Microsoft Office 365 or Office 2019 – which is best for you? Let's sort it out!

Online Selling

eBay for Sellers

Learn everything you need to become a great eBay seller and participate in a live demonstration of a listing from start to finish. No experience required.

Etsy for Sellers

Get started with Etsy and learn all about what you need to open your own shop. Learn about the listing process and any fees, tools, services and support that is made available.

Social Media

Take a guided tour of these social media sites. Learn who, what, where, when, why and how of each, plus best practices for privacy and security. You do NOT need an account to participate in these demos:

1. Facebook
2. Instagram
3. LinkedIn
4. Pinterest
5. Snapchat
6. Twitter
7. YouTube

Web Design

Website Planning Workshop

The first step is to create a site plan. Your trainer will help you outline your plan and create a “sitemap” that will be essential to your success. Learn about hosting, domain names and tools available to help you create your own design and when to call in the pros. Learn important elements of content management.

Website Design & Content Management

Create your home page and additional web pages using an easy, do-it-yourself web editor called Wix. You will be live on the Internet creating and managing real pages with creativity and ease in no time!

Website SEO (Search Engine Optimization)

Learn about SEO and how to determine the keywords that help drive traffic to your website and make your site friendly to search engines. You will receive great tips and a free guide book you can print out and use as a guide.

Website Launch

Learn what steps must be taken prior to site launch. Learn about the specific checks you need to make ahead of time and the impact of user testing.

Website Maintenance

Learn about the specific tasks involved and the roles and responsibilities required to properly maintain a website. You will receive tools, tips and best practices from experts.

SPECIAL INTEREST CLASS - GENEALOGY RESEARCH

Learn under the watchful eye and special presentation of our genealogy expert.

Family History Overview (90-minute class)

This class will introduce participants to family history and help them to begin to answer questions such as:

- a. I have always wanted to know where my family came from, but don't know how to start
- b. I know my relative started a family tree, but I don't think it has been worked on for some time - how do I use it as a starting point?
- c. I took a DNA test - what do I do now?
- d. There is a story in my family that... - how can I find out if it is true?

How to Create a Family Tree - Hands-on with the Expert

This class is 4 sessions (90 minutes each) and will help participants produce a 5-generation ancestor chart as well as a descendant chart! It will provide tips, tricks and lessons learned for each topic, working with a professional genealogist. You will be given resources to go deeper on your own between sessions!