NDEC Online Offerings

The National Digital Equity Center has free online learning in the form of interactive instructional webinars and online tutoring sessions which can be done at the convenience of the participant.

Class Interest Survey Online Weblink: https://survey.digitalequitycenter.org

☐ **Improve Your Computer Skills for Free! Information Workshop** - Learn about all our free classes.

Internet & Computer Safety
☐ Internet Safety
☐ Online Safety for Parents of Tweens/Teens
☐ Backing Up Your Files with Cloud-based Solutions (Dropbox, OneDrive, Google Drive)

Windows 10
☐ Windows 10 – More Features (I've used it but I want to learn more!)

Microsoft Word
☐ Introduction to MS Word (I'm a beginner!)
☐ Intermediate MS Word (I know some Word but want to learn more!)
☐ Advanced MS Word (I need advanced MS Word skills such as desktop publishing)

Microsoft Excel
☐ Introduction to MS Excel (I'm a beginner!)
☐ Intermediate MS Excel (I know some Excel but want to learn more!) -
☐ Advanced MS Excel (I need advanced MS Excel skills such as macros)

☐ **Microsoft Outlook – Setting Up Email**
☐ **Microsoft PowerPoint – Creating Great Presentations**

QuickBooks – Desktop version (Pro or Premier for PCs): Note: participant must own PC desktop QBs
☐ Setting Up & Customizing QuickBooks (For first-time users)
☐ Intermediate QuickBooks (For those who know some QuickBooks Desktop, but want to learn more!)
☐ Advanced QuickBooks (For experienced users of QuickBooks Pro/Premier)

QuickBooks Online:
☐ Introduction to QuickBooks Online (Includes QB Self-Employed; choosing the right subscription level)
☐ Intermediate QuickBooks Online Topics (For those with current QuickBooks Online subscriptions)
☐ Advanced QuickBooks Online Topics (For experienced users of QuickBooks Online)

Social Media, including FaceBook, LinkedIn, Twitter, etc.:
☐ Using Social Media – An overview of the popular social media accounts
☐ Setting Up a Secure Facebook Account
☐ Using Facebook for Business – Pages & Groups
☐ Creating & Using a LinkedIn Account

☐ Creating & Using A Twitter Account

Gmail & Google Tools
☐ Beyond Gmail – Getting the most out of a Google account
☐ Google Docs & Google Drive
☐ Google Sheets

☐ **WordPress –** Learn how to use WordPress to create a website or blog.

☐ **Library Digital Services -** Learn how to use Cloud Library to access e-Books.

☐ **Aging Well with Technology Informational Workshop –** Learn about our classes designed for residents 55+

Connecting Through Basic Technology Series:
☐ Learning about devices Informational Workshop

Bring Your Own Device Classes & Tutoring for:
☐ MAC Laptop
☐ PC Laptop (Windows 10)
☐ iPad
☐ Kindle
☐ iPhone
☐ Android Smartphone

☐ **Videoconferencing with Family & Friends Informational Workshop**

Videoconferencing Hands-on Classes - Learn how to use:
☐ Zoom
☐ FaceTime for Iphone/Ipads
☐ Google HangOuts/Meet
☐ Skype

Protecting Your Digital Presence Series:
☐ Identifying Fraud & Abuse
☐ Protecting your Online Presence
☐ Internet Safety for Older Adults

Using technology for better health:
☐ Videoconferencing with Health Care Providers Workshop
☐ Using Software, "Apps", & Devices for Health & Wellness Workshop

Getting what you need online:
☐ Social Media for Older Adults Overview Workshop
☐ Creating a Community Facebook Group
☐ Using Online Newspapers, Magazine, & e-Books
☐ Identifying Fake News
☐ Online Games – Finding & Playing Good Games for 55+
☐ "Cutting the Cord" – Getting TV & Phone Services Over the Internet