

Welcome

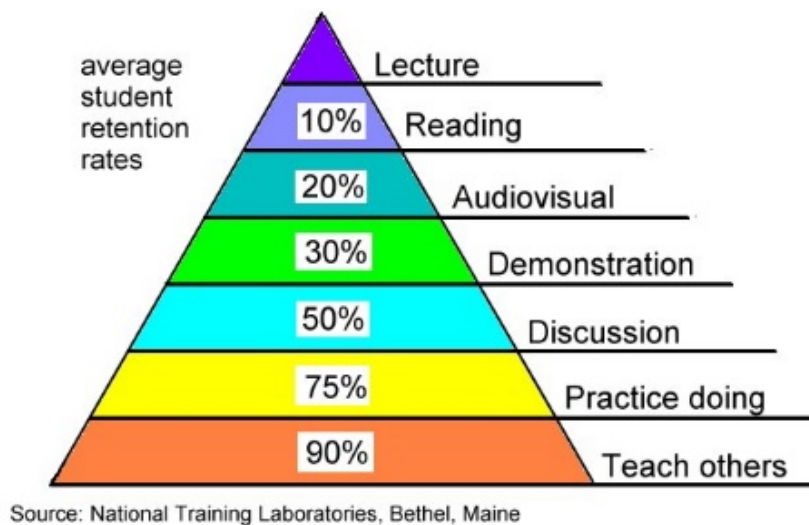
to the



Cape Coral Computer Club

An IRS approved 501(c)3 educational and charitable
Florida nonprofit corporation

Learning Pyramid



BOARD OF DIRECTORS

President	Gary Eidson
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2 nd Vice President	Bart Mazzara
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	Bob Woods
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Program Director	Ron Ross
Webmaster	Sam Dupont
Zoom Coordinator	Tom Klein

Greetings



Cape Coral Computer Club

An IRS approved 501(c)3 educational and charitable
Florida nonprofit corporation

Purpose: The

Cape Coral

Computer Club, Inc, is a 501(c)3 corporation organized exclusively for charitable, educational, and scientific purposes to enhance members' understanding of the digital world by offering regular presentations, access to archived reference materials, and beneficial software.

What to Expect: The Club offers a virtual learning experience using Zoom video conferencing.

- ✓ At each meeting during our season—October through May, a social time is offered from 1:30 to 2:00 for participants to get to know more about each other. Starting at 2:00 classes include a presentation of basic materials in the first hour and a somewhat more advanced topic in the second hour. Each section provides time for Q&A. Access to these sessions is available from anywhere there is an internet connection. Videos of each meeting and the individual presentations are available for later viewing.
- ✓ The Club recognizes that participants have varying levels of interest and expertise. To meet this challenge, time will be set aside on Fridays for more directed training. Those who are more familiar with a subject may act as mentors to assist participants, as needed.
- ✓ The Club believes in two tenets: You learn by doing and you really learn when teaching. The quality of our program is driven by the contributions of our members.
- ✓ Presentation facilitators will be using YouTube videos, PowerPoint, and Relevant Apps to help broaden participants' understanding. There are no tests or grades.
- ✓ As the digital world has expanded, so have the topics offered by the Club. Now, smartphones, laptops, smart TV's, security, cord-cutting, electronic banking, and more, are commonplace topics. The Club attempts to organize the material so that one class complements the next.

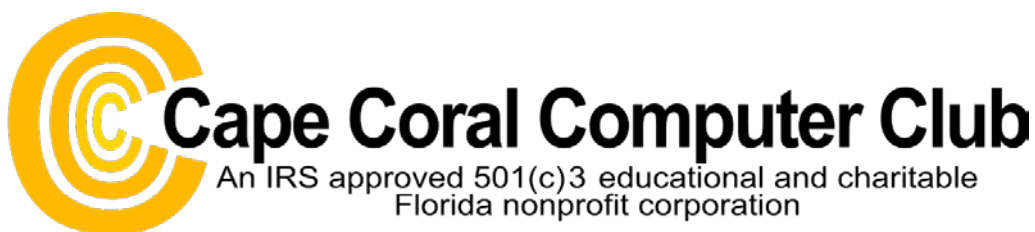
Member Communication Tools: The Club uses a Microsoft product donated to us, called SharePoint, for collaboration, communications, email, notices, presentation videos, and document storage. SharePoint provides reference material available with just a click. Now that we meet virtually, you can use your equipment in the comfort of your own home.

Additional Benefits: Club members are eligible to subscribe to Microsoft's Office Suite at a significantly reduced price. A terabyte of OneDrive storage is also available, a significant increase over the normal 5-gigabyte plan standard with Windows 10.

Demographics: Club members tend to be seniors (55-90+) because of the meeting time. But, all members of the community are encouraged to join, learn, and contribute. Now that we are virtual, anyone can watch our presentations at any time.

Summation:

***Club members have learned that, by working together,
Knowledge & Persistence Turns Frustration into Accomplishment.***



*Meets Wednesdays, Signin beginning at 1:30 pm with Social Time until Meeting
Meetings start promptly at 2:00 pm through 4:00 pm*

Calendar for 2021-21 Season

First Trimester

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2020						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2nd Trimester

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13

3rd Trimester

March 2021						
Su	Mo	Tu	We	Th	Fr	Sa
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

CURRICULUM--GENERAL TOPICS

SHAREPOINT

Basic Overview; Navigating the Home Page
Using Alerts to be informed re Club Activities
Changing Email Address; Password
Accessing Content
News of Note
Accessing Lists

WINDOWS 10 BASIC

Signing On to Computer
Power and Sleep Settings
Install Printer and Other Peripherals
Uninstalling/Installing Apps and Programs
Make Mouse Pointer Easier to Locate
Keyboard; FKeys Shortcuts NumLock PrSc
Video Display Settings
How to Use Reminders (Sticky Notes)
Trouble Shooting Operating System
Improve Wi-Fi Range

SECURITY

"Most important" security principles
Automating Passwords; LastPass/Etc.
Virtual Public Networks (VPN)
Public Wi-Fi Hotspot Security
Cookies, Unwanted Web Pages
Control What Microsoft Collects
What Google Knows About You
Security Threat Dashboard
Skimmers and Shimmers
Email Security
All things Sam

PRESENTATION BASICS

How to create a presentation
Using YouTube in your presentation
Creating Links for placing in presentations
PowerPoint Basics
Capture your screen using Print screen
Using Snip & Sketch: Capture all/part of your screen
Screen Recorders: Create videos of presentations
Shanghai

MICROSOFT OFFICE BASICS

Word Intro--the Home Ribbon
Word: Create letter/Mail Merge/Labels
Excel Intro

SMART PHONE ANDROID

Phone Settings: Top 5: Ex Backup
Bluetooth: Intro/Pairing

SMART PHONE APPLE

Apple Operating System (IOS11)
IPad

CORD CUTTING

Why cut the cord?
Streaming apps and devices: Roku etc.
Best Movies Sites
Phone Options; Skype/WhatsApp
Amazon Perks

AUDIO VISUAL MANIPULATION

Smartphone Photographer
Google Photos
Photo Transfer: GPhoto-PC
Photo Transfer; Cell-PC
Photo Story Introduction
Create Video, Upload to YouTube

INTERNET OPERATIONS

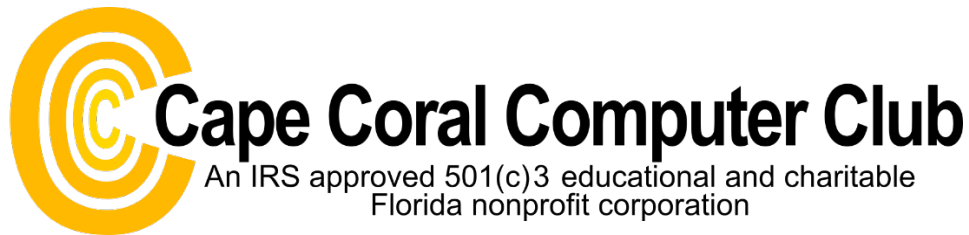
Vacation Sites; Location - Booking
Google Maps
Buying Selling
Searching the Web
Cloud Intro; History
Banking Online

APPLICATION BASICS

App Definition; Instal/Uninstall
Amazon Eco
Wayback Machine
Fitness Trackers
Sketchup
Home Doorbell, Security Cameras
5 G Now and In the Future

SOCIAL MEDIA

Facebook;Create Acct/Posting/Groups
Twitter
WhatsApp
Instagram
Others



VISITORS

We encourage visitors to experience the variety of our program by enjoying the **first three (3) visits FREE—our try before you buy offer.**

These visits do not necessarily have to be consecutive. Skip a meeting if you need to.

We do not meet from June through September.

MEMBERSHIP

The annual, calendar-year Family Membership fee is **\$50** for **29** meetings.

Mid-year memberships are prorated.

The annual dues statement is issued each November for the following calendar year.

To Join look for the Join Us page on our website:

<https://www.capecoralcomputer.club/join>

Payment can be made online

or by check, made payable to the Cape Coral Computer Club mailed to:

Cape Coral Computer Club, Attn: Bobbe Phillips, 5731 Flamingo Dr., Cape Coral FL 33904.

Once your membership is paid, **a log-in is provided for access to the Club's Office 365 site.** This includes our **SharePoint system**, which is used as a collaboration platform for Club News, Activities, Member Information, and the Club Library.

The Library location is where all past presentations are stored for reference at any time in the future. If members miss a meeting, they can watch a video still access content from any meeting.

Members may also subscribe to the **optional Office Suite Benefit Program** for only \$3.00 pro-rated per month in your first year then \$36 paid with your annual dues. This program includes all the **Microsoft Office Software** and **(1) Terabyte of OneDrive storage.**

Payment for this program can be made at any time, once you have decided to join. A member of the club will assist with installation. (Program details are provided on the attached page).

Other Club benefits will be announced as they become available.

WHERE THE MONEY GOES

Currently, revenue generated is used for capital expenditures, fees, and office-related expenses. Excess revenues are to be set aside for the development of a philanthropic fund to benefit needs in Cape Coral.



Optionally you may subscribe to **CCCC Office Suite Software Benefit Package** **\$3.00/month**

Pro-rated when subscribing, then annually thereafter, \$36 added to your membership dues invoice

Microsoft calls this package “Microsoft 365 Business Standard Nonprofit”

A member benefit for those that want the newest Microsoft Office desktop applications, previously and commonly known as the Office Suite Programs. The package includes cloud file-storage and sharing, web conferencing with IM, audio, HD video, and other services. It is a great deal.

Office applications included

Word * Excel * PowerPoint * OneNote * Outlook * Publisher (PC only) * Access (PC only)

Services Included

Desktop versions of Office Suite applications (latest version--future updates included if you continue with this benefit): Word, Excel, PowerPoint, Outlook, and OneNote, plus Access and Publisher (Access and Publisher for PC only). Installation on up to 5 PCs or Macs authorized by the member (think kids and grandkids).

(After installing the desktop Office applications, pick and choose the other included services below that you wish to use)

- 1 Terabyte of OneDrive file storage and sharing
- Optimized Office experience on 5 tablets and 5 phones authorized by the member
- Web versions of Word, Excel, and more
- Exchange email account--Business-class email, calendar, and contacts with a 50 GB inbox
- Personal SharePoint--Intranet site for your family and friends with customizable security settings
- Skype for Business
- Unlimited online meetings, IM, and audio, HD video, and web conferencing

Payment and Management details (Subject to minor modification by the Club)

- Data created by the member will always be owned and controlled by the member. Should data be stored online, no member will have access to the data of another member. Should the member decide to discontinue the program, a one-month notice is required, please. This notice period permits the member time to download data stored in Office 365 OneDrive or SharePoint without any additional cost to the member, or the Club. This requirement is unnecessary when data is only stored on the member's personal computer, personal computer OneDrive, or a different backup location.
- Each member will be issued and use their Office 365 system account to manage installations. If desired or when necessary, a member's Club Office 365 account can be transitioned to a private Office 365 account paid for at the retail price by that individual.
- Dues plus the cost for the Benefit Package must be paid by December 25th of each year.
- The new member will be authorized to install the software as soon as possible upon payment.
- For members joining mid-year, the monthly rate of \$3 will be prorated to Dec. 31. Members joining mid-year will transition to the annual plan at the end of their first year.
- Once the software is installed, and if the cost of the Benefit Package is paid annually, the software will not need to be reinstalled and will remain seamlessly functional.
- Data created can always be read by other versions of Office or any other programs that can read Office files. There is no fear of transitioning “back,” or, adopting/installing other software.
- Various Club “geeks” will provide support to members to assist with installation and support.
- One known issue, Office 365 2016+ is incompatible with the installed versions of Office 2013. The Office 2013 version will have to be uninstalled. It can be reinstalled when or if necessary.