

KILOBYTES

The Quarterly Newsletter of the
Computer Club of Rossmoor

P.O. Box 2070, Walnut Creek, CA 94595

(925) 280 - 3984

Computer Club website <http://carossmoorcomputerclub.com/>



March 2015

President's Message

Hello,

My name is Muriel Wyro and I was recently elected by the board of directors as president of the Computer Club. Our former president Leonard Krauss who has expertly steered the fortunes of the club for many years elected to resign and still serve as a Board member.

With all your help and the support of the Board I will attempt to fulfill his shoes to the best of my ability.

I have been a Board member and Club secretary for many years which will help me in my new challenge.

As you know, our club and many others are successful because of volunteers who fill key positions. Due to normal attrition, we are in constant need of new volunteers, particularly at the Computer Center in the Gateway Complex. This



important position requires a two hour weekly commitment at Gateway where the volunteer will meet and greet individuals who stop into the Computer Center for information about the club or classes. The person fulfilling this slot does not have to be a

computer expert but does have to be computer literate. There are two volunteers for the morning session of two hours and two volunteers for the afternoon session for two hours. This position is a lot of fun and you meet a lot of new friendly people.

I encourage you to stop in at the Computer Center in the Gateway Clubhouse and sign up.

Muriel Wyro, President

The Gateway Computer Center is open Mondays through Fridays
10 AM to 12:30 PM and 1:30 PM to 3:30 PM
Phone 925-947-4528.

PHISHING

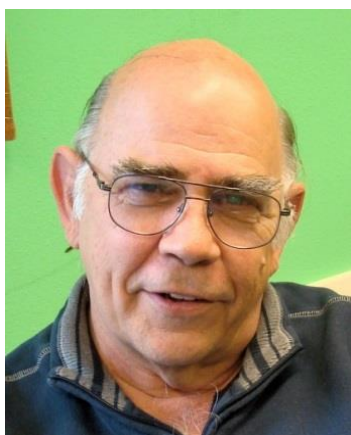
Bill Hammond

Phishing is a form of online identity theft in which fraudsters trick Internet users into submitting personal information to illegitimate web sites.

Phishing scams are usually presented in the form of spam or pop-ups and are often difficult to detect. Once the fraudsters obtain your personal information, they can use it for all types of identity theft, putting your good credit and good name at risk.

Because phishing is one of the most devious forms of identity theft, it is important for you to become familiar with various types of phishing scams as well as to learn how to guard against them.

Several precautions can be made to lower the risk of scams and attacks. One of our greatest fears is for our bank accounts to be robbed by hackers. Ironically phishers rely on these same fears to make the victim act immediately, without checking with their bank first. Spontaneous and hastened actions might, however, leave you scammed by a phishing attack.



To help you protect yourself from phishing, we offer the following tips:

Guard against spam. Be especially cautious of emails that:

- come from unrecognized senders,
- ask you to confirm personal or financial information over the Internet and/or make urgent requests for this information,
- aren't personalized,
- try to upset you into acting quickly by threatening you with frightening information.

Communicate personal information only via phone or secure websites. When conducting online transactions, look for a sign that the site is secure such as a lock icon on the browser's status bar or a "https:" URL whereby the "s" stands for "secure" rather than a "http:". But also, beware of phone phishing schemes. Do not divulge personal information over the phone unless you initiated the call. Be cautious of emails that ask you to call a phone number to update your account information.

Do not click on links, download files or open attachments in emails from

unknown senders. It is best to open attachments only when you are expecting them and know what they contain, even if you know the sender.

Never email personal or financial information, even if you are close to the recipient. You never know who may gain access to your email account, or to the person's account to whom you are sending.

Beware of links and phone numbers in emails that ask for personal or financial information, even if the email appears to come from an enterprise you do business with. Phishing web sites often copy the entire look of a legitimate web site, making it appear authentic. To be safe, call the legitimate enterprise first to see if they really sent that email to you. After all, businesses should not request personal information to be sent via email. NEVER fill out forms in email messages that ask for personal financial information. Typical phishing scams or hoaxes ask for information such as usernames, passwords, credit card numbers, social security numbers through an online form. Banking companies have better control over their customers and would never ask for account information. A request for these types of info should ring the alarm bell.

Beware of pop-ups and follow these tips:

- Never enter personal information in a pop-up screen.

- Do not click on links in a pop-up screen.
- Do not copy web addresses into your browser from pop-ups.
- Legitimate enterprises should never ask you to submit personal information in pop-up screens, so don't do it.

Protect your computer with a firewall, spam filters, anti-virus and anti-spyware software. Do some research to ensure you are getting the most up-to-date software, and update them all regularly to ensure that you are blocking from new viruses and spyware.

Check your online accounts and bank statements regularly to ensure that no unauthorized transactions have been made.

Ensure that your browser (Firefox, Chrome or Internet Explorer) is up to date and security patches applied. NOTE if you are using Windows XP, Do NOT use Internet Explorer.

You should always be careful about giving out personal information over the Internet. Luckily, companies have begun to employ tactics to fight against phishers, but they cannot fully protect you on their own.

Remember that you may be targeted almost anywhere online, so always keep an eye out for those "phishy" schemes and never feel pressure to give up personal information online.

Adult EDUCATION

IN JEOPARDY

Muriel Wyro

The Acalanes Adult Education Meeting of Monday March 2, 2015 proved to be a stressful discourse given by Dr. John Nickerson, Acalanes School District Superintendent on the future survival of our Adult Education Program for this District.

It was made very apparent that funding is in jeopardy, classes would not be available for the coming fall and future classes. The Governor's latest legislation has reduced funds allocated for Adult Education in our District.

It was made very apparent that WE as a community can write, phone and e-mail an appeal to Governor Jerry Brown, Susan Bonilla 14th District Assembly District expressing the drastic loss it will be for our adult student population.



Whether our adult education program with the Acalanes School District will continue to function as it does, the Computer Club of Rossmoor will not know until sometime in May. So, until that time we must prepare to make plans for an alternate goal of "seniors helping seniors" in the education and the many advances in technology.

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COMPUTER CLASSES

Computer-1b	Tues and Thurs	April 7-23	10-12
<p>This is a hands-on course for beginners and everyone to acquire basic skills in using your computer. Absorb computer terminology and understand computer storage. Learn to use the mouse and keyboard more effectively. Navigate in Windows more easily. Use Word to create letters, use bulleted lists, and work with copy and paste operations. Learn to create, retrieve, and save files in various programs and to various locations. Learn to print files. Learn to manage your files and folders and how to delete files safely. <u>Required</u>: text and USB drive. <i>Prerequisite</i>: The PC Beginners Mouse workshop or equivalent experience.</p>			
Windows-8	Tues and Thurs	April 7-23	1-3
<p>A beginning hands-on course to learn relevant and practical skills using the latest version of Windows, 8.1. Work with the desktop, the start screen, charms bar, and a touch screen to become familiar with this new interface. Navigate in File Explorer to find, organize, and move files and folders. Switch between, download, and use applications. Customize your start screen and learn to snap an application. <u>Required</u>: text and USB drive. Bring your Windows 8.1 tablet or laptop computer on it or use our Windows 8.1 computers. <i>Prerequisite</i>: Computers – Level 1 class or equivalent experience. <i>Class size is limited to 15 students.</i></p>			
iPad	Tues and Thurs	April 28-May14	10-12
<p>In a hands-on or demonstration format, learn the basics of your iPad. Get comfortable with the buttons and switches of an iPad. Use gestures to navigate between various touch screens. Interact with your iPad using a keyboard, voice, or Siri. Communicate with others. Download an application and use the calendar, notes and reminders, maps, books and other iPad apps. Browse web pages, bookmark sites, and copy text or images from web pages. <u>Required</u>: text. Bring your iPad to class for hands-on practice. <i>Prerequisite</i>: Computers – Level 1 class or equivalent experience. <i>Class size is limited to 15 students.</i></p>			
Internet & Email	Tues and Thurs	April 28-May 14	1-3
<p>Learn how to navigate on the Internet, use new web browsers and save favorites. Learn to view, print and save a web page or part of it. Research more effectively and share your results. Acquire new skills.</p>			
Computer Learning Lab/Independent Projects	Tues and Thurs	May 19-May 28	10-12
<p>This is an opportunity for current students to increase your computer knowledge at your own speed and time in our computer lab, dropping in to one class or to several in a quarter. Use the lab to enhance what you have learned in our classes, which range from Computers Level 1 to Excel to iPad, or just to practice using a computer and programs with a teacher one-on-one, nearby to help you. Bring in projects you may be working on at home or ideas for projects you would like to try as a result of what you learned in our classes for some hands-on assistance.</p>			

SEMINARS

Computer Q&A	Wed	April 8	10-12
We all have computer questions. Bring them to this 2-hour session and learn more.			
Be Safe on The Internet	Wed	April 8	1-3
Learn how you can use and enjoy the Internet while avoiding those bad guys.			
Files & Folders, the Easy Way	Wed	April 15	10-12
Learn to easily organize your computer files. Then you'll be able to quickly find anything in your computer.			
Safe Shopping on the Internet	Wed	April 15	1-3
Internet shopping is quick and easy, and can save you time and money. Learn some basic techniques, and learn how to protect yourself while shopping.			
How to Backup and Save Your Data	Wed	May 6	10-12
If your computer work is important to you, you should save it. Saving, and then finding it in your computer, is easy when you do it right.			
Shop and Save on the Internet	Wed	May 6	1-3
Shop on the Internet and you can find sites that compare prices and help you save your money, on clothes, travel, gadgets or almost anything. It can be quick, easy and successful.			
Facebook is for People	Wed	May 13	10-12
Facebook is great, and easy to use - when you know how. Come and learn the basics.			
Find it, Save it, on the Internet	Wed	May 13	1-3
On the Internet you can find anything, or anyone, or any place wthey you know how to search effectively. Even find your friends and relatives and yourself, on the Internet.			

PLEASE ENROLL ME IN THE FOLLOWING CLASS(ES)

CLASS #	SUBJECT	FEE

(PRINT) YOUR NAME: _____

SIGN: _____

PHONE: _____



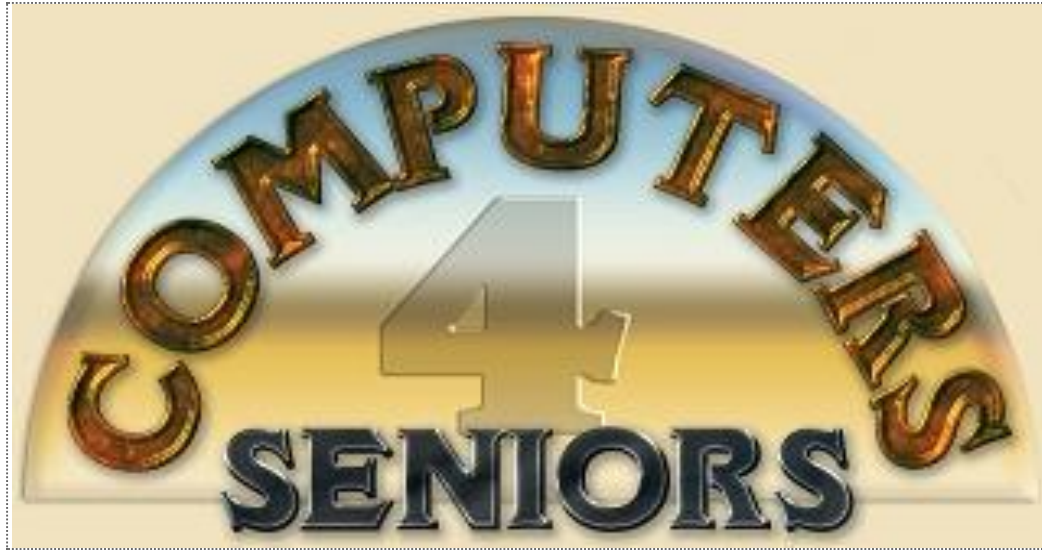
**At least 10 days before class starts,
Mail this form, with your check, to:**



COMPUTER CLUB OF ROSSMOOR
P. O. BOX 2070
WALNUT CREEK, CA 94595

- The Acalanes Adult Center, on is located across from the Rossmoor shopping center at Del Valle Adult Education School Tice Valley Blvd., Walnut Creek. Classes are held in Computer Rooms A and B at the lower level.
- Classes are \$45 (\$30 for current Club members). Seminars are \$15 each, \$10 for current Club members.
- Class space is limited; send in your reservation **now**.
- Please put class number on your check.
- Call 280-3984 for information or directions. The school office is not always open so leave a message.

Please note—there can be NO refunds.



Computer Club of Rossmoor

<p><u>Officers:</u></p> <p>President Muriel Wyro</p> <p>Vice President Teresa Brock</p> <p>Secretary Kathy Stephens</p> <p>Treasurer Sandy Helmus</p>	<p><u>Board of Directors:</u></p> <p>Jim Bradley</p> <p>Teresa Brock</p> <p>Jan Barnes</p> <p>Leonard Krauss</p> <p>Monte Hall</p> <p>Bill Hammond</p> <p>Sandy Helmus</p> <p>Jan Hjorth</p> <p>Kathy Stephens</p> <p>Muriel Wyro</p>
<p><u>Past Presidents:</u></p> <p>Al Halpern</p> <p>Barney Teich</p> <p>Homer Myers</p> <p>Leonard Krauss</p>	<p><u>Kilobytes Staff:</u></p> <p>Production Roxana Khachadourian</p> <p>Distribution Bill Hammond</p>