

**SeniorNet Eden-Roskill Inc.**  
**Schedule of PC & MAC Courses/Workshops/Tutorials**  
**For 2012**

*The following is a complete list of the PC and MAC course, workshops, and tutorials that are available in 2012. Members wishing to join classes should refer to the Class Timetable for when courses are scheduled and then contact our Class Coordinator Lesley Challis for enrolment. Every effort will be made to have you included in a class on the day that best suits you, but as this is determined by tutor availability, it cannot be guaranteed.*

*Fees for courses are based on \$5.00 per lesson. These fees are payable on the day of the first lesson. A 25% discount on course fees is available to couples (husband/wife/partner) attending the same course at the same time. The fees one day workshops and tutorials are \$5.00.*

***NB: Each class session is of two hours duration, usually once a week***

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**Beginners Introduction to Computing for PC and MAC**

**INTRO:**

**PC Courses:**

- ❖ **Introduction to Computers – Windows XP (8 Hours over 4 Weeks) – Cost: Free for new members**

This course is suited to those members who are using the Windows XP operating system and have either little or no experience with computers. It is our preference for all new members to take this course, as it will enable you to become familiar with our teaching methods and it establishes the groundwork to enable you to continue more easily with the progressively more comprehensive lessons.

- ❖ **Introduction to Computers – Windows Vista/Windows 7 (8 Hours over 4 Weeks) Cost: Free for new members**

This course is suited to those members who are using either the Windows Vista or Windows 7 operating system and have either little or no experience with computers. It is our preference for all new members to take this course, as it will enable you to become familiar with our teaching methods and it establishes the groundwork to enable you to continue more easily with the progressively more comprehensive lessons.

**PC Workshops:**

- **Customising the Computer Desktop – Windows XP/Windows Vista/Windows 7 (2 Hours over 1 Week) Cost: \$5.00**

This workshop covers some of the basic features you can use to customise your computer desktop that suits you best e.g. wallpaper, setting up program shortcut icons, changing icon and font sizes, changing the type and size of the mouse pointer, and so on.

**MAC Courses:**

- ❖ **"Getting Started in OS 10.6 (Snow Leopard)" (8 Hours over 4 Weeks) Cost: Free for new members**

This course introduces you to the basic features of Mac computers and Mac OS X. It includes mouse skills, working with menus, icons, windows and the dock with programs such as Bean, Pages, and Address Book etc. It also includes using CDs, setting System & Program Preferences & a brief introduction to the Internet & Email.

## **Basic Word Processing**

Having basic word processing skills is fundamental across many computer applications such as email, writing documents such as letters and reports, recording information in family history systems, producing PowerPoint presentations, and so on.

A person's entry point into the WP courses below depends very much on the level of word processing experience they already have.

### **PC Courses:**

#### **WORD PAD:**

- ❖ **Introduction to Basic Word Processing – Windows XP-WordPad (8 Hours over 4 Weeks)  
Cost: \$20.00 including manual**

This course is suitable for the person who is using a Windows XP computer and who has had no prior word processing experience. It teaches the basic word processing functions, which will enable the person to write simple letters and reports, and e-mails, and search the web. It uses the program WordPad, a simple word processing program which is part of Windows XP.

- ❖ **Introduction to Basic Word Processing – Windows Vista/Windows 7- WordPad (8 Hours over 4 Weeks) - Cost: \$20.00 including manual**

This course is suitable for a person using either a Windows Vista or a Windows 7 computer and who has had no prior word processing experience. It teaches the basic word processing functions, which will enable the person to write simple letters and reports, and e-mails, and search the web. It uses the program WordPad, a simple word processing program which is part of Windows Vista and Windows 7.

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## **Word Processing using Microsoft Word**

Having mastered the basic word processing skills in the courses utilising WordPad, or having acquired such skills through prior practical experiences, the following word processing courses build on that knowledge utilising Microsoft Word.

Microsoft Word, or MS Word as it is often called, is an additional program that is added to your computer, unlike WordPad which is part of the Windows operating system. MS Word has extensive word processing functionality in terms of document formatting, layout, printing, and so on.

**MS Word 2007/2010** can be used on PC computers running Window XP or Windows Vista/Windows 7.

**MS Word for MAC 2011** can be used on MAC computers running a MAC O/S

Courses are available for MS Word 2007/2010 and MSWord for MAC 2011.

#### **MS WORD:**

### **PC Courses:**

- ❖ **Word Processing using MSWord 2007/Word 2010 – Step 1 (12 Hours over 6 Weeks) -  
Cost: \$30.00 including manual**

This course revises and builds on the word processing skills learned in the 'Basic Word Processing' course. WORD 2007/10 provides a much greater range of word processing techniques than the WordPad program and is suitable for those who wish to write detailed reports and more complex documents than simple letters.

## PC Workshops:

Building on the skills that have been learnt from the above courses, the following workshops will cover special functions available within MS Word.

- **Mail Merging and Label/Envelop Printing – Word 2007/2010 (2 hours over 1 Week) – Cost \$5.00**

This workshop will show how to take a list of name and addresses, and use them to print either labels or envelopes.

- **Mail Merging and Document Printing – Word 2007/2010 (2 hours over 1 Week) – Cost \$5.00**

This workshop will show how to take a list of name and addresses, and incorporate them into a standard letter.

## MAC Courses:

- ❖ **Word Processing using MSWord for MAC 2011 – (8 Hours over 4 Weeks) - Cost: \$20.00 including manual**

This course covers a range of word processing techniques and is suitable for those who are proficient with basic word processing and wish to write detailed reports and more complex documents than simple letters.

## **Email**

For many, email is the main reason they want to learn about computers. The courses offered below will help you to learn how to create, send, and receive email messages, how to create and maintain contact/address books, how to make you email message more interesting, and how to manage your email environment. Away from home and want to access you email? No problem, we will show you how. You will be surprised how simple and easy it will be to communicate over the Internet.

## PC Courses:

- ❖ **Email using Outlook Express (8 Hours over 4 Weeks) – Cost: \$20.00 including manual**

Window XP comes with its own email program called **Outlook Express**, and has all the basic functions which will enable you communicate easily with email.

- ❖ **Email using Windows Live Mail (8 Hours over 4 Weeks) – Cost: \$20.00 including manual**

Windows Live Mail can be installed and used on Windows XP, Windows Vista, and Windows 7. It is very similar to Outlook Express in term of how it works, except that is looks a bit different, and has a number of new features.

## PC Workshops:

- **Using Message Rules (2 Hours over 1 Week) – Cost: \$5.00**

This workshop will show how you can manage your incoming email messages by using rules/conditions to help vet and file messages.

## MAC Courses:

- ❖ **E-mail using Mail (8 Hours over 4 Weeks) – Cost: \$20.00 including manual**

This course covers how to set up Mac computers running on Mac OS X to use the Apple Mail Email programme. It includes sending, receiving, saving, forwarding, replying to, printing email messages, attaching files & maintaining an address book.

❖ **Address Book + iCal (8 Hours over 4 Weeks – Cost \$20.00 including manual**

The first two lessons of course looks at the Address Book which contains many functions that you may not be aware of e.g. printing an address book & large type at the push of a key for easy reading. Lesson 3 and 4 shows how to organise your calendar, make reminders and a to Do list, note birthdays, set alarms to remind you of appointments, integrate iCal with Address Book etc.

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## Internet

### WEB:

#### **PC Courses:**

❖ **World Wide Web – Internet – Internet Explorer (8 Hours over 4 Weeks) – Cost: \$20.00 including manual**

The course deals with the use of the Web browser Internet Explorer 98. It provides an introduction to the Web, how to search for information, how to save and organise your favourite Web site links, how to copy and print information from the Web, and many other facilities that makes Web “surfing” a lot of fun.

#### **MAC Courses:**

❖ **World Wide Web - Internet - Safari - (8 Hours over 4 Weeks) – Cost: \$20.00 including manual**

This course deals with Internet Browsers, Web Sites, Basic Navigation, Saving Text, Bookmarks & Favourites, Organising Favourites, Saving pictures, searching the Web & an Introduction to Webmail, advantages of Webmail, Logging in, Receiving & Sending Webmail, Checking your emails, Newsgroups, and Printing Web Pages.

#### **Internet Workshops for PC & MAC:**

- **TradeMe (2 Hours over 1 Week) Cost \$5.00**

Ever thought of using the Internet to buy and sell those hard to find things or goods you no longer need. This workshop introduces “TradeMe”, a buying and selling web site where you will learn how to register with TradeMe, list your goods for sale, and search for items that you are wanting to purchase. Enjoy the thrill of being part of an “auction”.

- **Skype – Voice over the Internet (2 Hours over 1 Week) Cost \$5.00**

This workshop will look at the use of the Internet to communicate directly with family & friends. It will show you how to get started with **Skype** and then to get the most out of it. Whether you're a new user or an experienced one you'll get more from your service with these few simple tips. We'll begin with a quick tutorial on how to set up **Skype** and make your first calls. From there, we will cover some of **Skype's** more advanced features, including calling regular phone numbers.

- **Auckland City Library Workshop (1 Hour) – Cost Free**

As a result of the relationship we have established with the Mt Albert Community Library, we have reached an arrangement where library staff will be conducting a regular workshop at our clubrooms on how to access and use the Auckland City Library computer system for obtaining information not only about library book resources but also the wealth of information contained in their other database systems.

## **Spreadsheets**

### **EXCEL:**

#### **PC Workshops:**

❖ **Simple Excel Spreadsheets (2 Hours over 1 Week) – Cost: \$5.00**

This workshop looks at using Excel for to produce some simple and practical spreadsheets.

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## **Computer Based Presentations**

### **POWERPOINT:**

#### **PC Courses:**

❖ **Microsoft PowerPoint 2003 – Basic (8 Hours over 4 Weeks) – Cost: \$20.00 including manual**

Microsoft PowerPoint is a program designed to create a slide show that can be displayed either on a computer screen or projected onto a bigger screen or board. A presentation is made up of a group of slides, each of which can be tailored with special effects, pictures, charts, tables, colours, and text. This basic course will cover such functions as inserting photos into a PowerPoint show, adding text and clip art, then starting basic animation.

❖ **Microsoft PowerPoint 2003 – Advanced (8 Hours over 4 Weeks) – Cost: \$20.00 including manual**

This course will build on what has been learnt in the Basic course and will cover those fancy “bells & whistles” functions which will enable you to prepare and present a very professional looking PowerPoint presentation. It will include compiling animated birthday and Christmas cards.

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## **File & Folder Management**

### **COMPUTER:**

With the large amount of disc storage now available on hard drives, DVDs, CD, flash drives etc; it is so easy to save document, picture, and music files without a second thought. But the real challenge is where to find them again once they are stored away.

Having the discipline to store files in such a way they can be easily located and retrieve later will save time and a lot of frustration.

Members are encouraged to take one of the following courses as soon as practical after learning about word processing as it will help you develop such a discipline.

#### **PC Courses:**

❖ **Managing Files & Folders with Windows XP (8 Hours over 4 Weeks) – Cost: \$20.00 including manual**

This course provides an insight on how information can be stored and organised on your computer hard disc drive. You will be introduced to the concepts of how to manage this information (files) within what is referred to as a “Folder” structure or a “Folder Tree”. Once you have been through this course you will be better able to manage and organise all those files residing on your computer.

- ❖ **Managing Files & Folders with Windows Vista/Windows 7 (8 Hours over 4 Weeks) – Cost: \$20.00 including manual**

This course is similar to that for Windows XP except that it is presented with Windows Vista and Windows 7 formats.

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### **Using a Flash Drive**

#### **Workshop:**

- **Introduction to Data Storage Using a Flash Drive (2Hours over 1 Week) – Cost: \$5.00**

This workshop provides an introduction to using a flash drive, or memory stick as they are sometimes referred, to save and store your files.

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### **Managing Digital Images**

#### **Courses suitable for both PC & MAC:**

##### **PICASA (A FREE PROGRAM):**

- ❖ **Introduction to Digital Pictures from Camera to Print (8 Hours over 4 Weeks) – Cost \$20.00 including manual**

This is a course on downloading and printing digital pictures. Concepts based upon computers using Windows O/S XP, Vista, Windows 7, and MAC O/S; Microsoft Word and Picasa (Free download)

##### **PHOTOSHOP ELEMENTS:**

- ❖ **Introduction to Digital Editing – Step 1 (8 Hours over 4 Weeks) – Cost \$20.00 including manual**

This course is designed to further enhance your skills in manipulating digital images such as photos and scans. We will be using PhotoShop Elements. This course will give you some help in navigating around the various aspects of the programme and show you a little of what can be done with this and other similar programmes.

- ❖ **Picture Enhancement – Step 2 (8 Hours over 4 Weeks) – Cost \$20.00 including manual**

This course also uses Photoshop Elements and builds on the skills learnt in the Introduction to Digital Editing – Step 1

- ❖ **Digital Editing – Step 3 (8 Hours over 4 Weeks – Cost \$20.00 including manual**

This course also uses Photoshop Elements and builds on the skills learnt in the Introduction to Digital Editing – Step 1 and Picture Enhancement – Step 2. It covers the more advanced techniques of digital editing.

#### **MAC Specific Course**

##### **iPHOTO 11:**

- ❖ **“Digital Imaging using iPhoto”11 (part of iLife Suite) (8 Hours over 4 Weeks) – Cost \$20.00 including manual**

Import photos from digital cameras and organise into albums. Crop, modify and print photos. Share photos via Web galleries and order prints, calendars, cards & books.

## PC Workshops:

– **Scanning (2 Hours over 1 Week) - Cost 5.00**

This workshop will cover the scanning of slides (transparencies) and photos so that you can have copies stored on your computer.

– **Scanning & Converting Documents to Word (2 Hours over 1 Week) - Cost \$5.00**

Using scanning and Optical Character Recognition (OCR) software this workshop will show you how to convert printed documents into MS Word documents.

– **Printing Photos (2 Hours over 1 Week) Cost \$5.00**

Although we can enjoy our digital photos by viewing them on a computer or through the TV, it is always nice to have some photos printed and place into album to share with family & friends. Modern printers can produce very good prints if only a small number are required, but for larger numbers having the prints done by a commercial service becomes more cost effective. In this workshop we will look at printing photos to the PC's printer as well as sending them over the Internet to a commercial photo printer like Digitalmax.

– **Picasa Overview – Picture Management & Editing Software (2 Hours over 1 Week) Cost \$5.00**

This workshop will provide an overview introduction to Picasa, the free software which can: locate organise all the photos on your computer; edit and add effects to your photos with a few simple clicks; and share your photos with others through email, prints and on the web: it's fast, easy and yes, it's free.

– **Making Calendars or Cards (2 Hours over 1 Week) - Cost \$5.00**

In this workshop MS Word is used to prepare an individual calendar or card using your own photos.

– **Photo Book Workshop (2 Hours over 1 Week) – Cost \$5.00**

Are you interested in a workshop learning how to make Photo Books? In this workshop you will learn how to take photos from a Folder and set them into a 20 page pre-programmed photo book.

There is opportunity to add your individuality to these books by colouring pages, creating text, and displaying your photos to your taste. Once happy with your work, it is copied to a CD & then processed commercially. This cost is not included in the workshop fee.

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## **Family History**

### **LEGACY** (FREE PROGRAMME):

#### **Courses suitable for both PC & MAC:**

❖ **Introduction to Genealogy using Legacy (12 Hours over 6 Weeks) – Cost: \$30.00 including manual**

This course is aimed at members who have an interest in their family history and are looking for a method of recording on their computer the vital family information that they have gathered. The course is based a freely available software programme called Legacy. During the course you will have the opportunity to learn about what sort of information to record, and practice on how to record it. If you have a particular interest in this topic, please note the club also has a Genealogy Interest group that meets on the 2<sup>nd</sup> Monday of each month at 1:00 pm, in our clubrooms.

## **Computer Security & Maintenance**

### **PC Workshops:**

- **Firewalls & Antivirus Software (2 Hours over 1 Week) – Cost: \$5.00**
  - **Firewalls & Antivirus**

This deals with protecting your computer from outside Internet intruders (Hackers).
  - **Antivirus Software**

This covers how to protect your PC from virus attacks not only from emails but also from other external sources such as floppy discs, CDs etc. This topic looks at both Norton Antivirus and AVG software. Practical exercises are undertaken in how to update the antivirus software, scan your PC for viruses, and how to check floppy discs and CDs before they are used.
- **Spyware & Adware (2 Hours over 1 Week) – Cost: \$5.00**

The topic deals with managing unsolicited and intrusive programs that can be installed on your PC. Such programs can compromise your computer security, can be a source of annoyance, and can have an impact on slowing down the performance of your PC. “Spybot – Search & Destroy” and “Ad-aware” are the two anti-spyware/adware software programs covered. Again, practical exercises are undertaken in using these programs.
- **Making Backups (2 Hours over 1 Week) - Cost \$5.00**

The loss of your important computer files: documents, spreadsheets, pictures, music, Outlook Express files, Internet Explorer Favorites, etc is just the thing nightmares come from: accidental deletion, virus corruption, hard disc drive failures, total PC failures etc are all elements that can contribute to sleepless nights. This topic looks at what you should backup, how should it be backed up, what media you should backup to, and how often. As use is made of the backup capabilities available in Windows XP and uses CDs as backup medium, this session is best suited for members who have PCs with this configuration and CD writing capability.
- **PC Housekeeping/Maintenance (2 Hours over 1 Week) - Cost \$5.00**

This topic covers the various tasks that need to be undertaken to help keep your PC fit and healthy. Tasks are identified into two categories: physical (sleeves rolled up) and mental (thinking cap on). From the session you will gain an understanding of what needs to be done; how to do it; and how often to do it. The aim is to come away with a PC housekeeping check list specific to your situation.

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## **Introduction to Smartphones**

### **Tutorials:**

- **What is a Smartphone? (2 Hours over 1 Week) – Cost \$5.00**

This tutorial will provide an overview and show some features, help you understand the jargon; build awareness before buying; help answer the questions: Will a Smartphone be useful to me? What’s the likely cost?

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## **Introduction to the iPad – a Tablet Computer**

### **Tutorials:**

- **Getting to Know Your iPad (2 Hours over 1 Week) – Cost \$5.00**

This tutorial will provide an introduction to the Apple iPad and how you can begin to use it. It will examine the layout of the iPad, look at using the multi-touch keyboard, and how to set up you iPad to the way you want to use it.

## **Mobile Phones – Text Messaging**

### **Workshops:**

– **Start2Txt (2 Hours over 1 week) Cost \$5.00**

This workshop looks at how to use your mobile phone for sending and receiving text messages. With such a varied to makes and models of mobile phones on the market, each with their own features and menu systems, it is important that you come to this workshop with a knowledge of how to access and navigate the menu system for your particular mobile phone.

### **Potential New Courses/Workshops**

Depending on member interest, new courses/workshop could be introduced for:

- **OpenOffice:** OpenOffice.org is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an international open standard format and can also read and write files from other common office software packages. It can be downloaded and used completely free of charge for any purpose.
- **Facebook:** Facebook is a social networking website — a gathering spot, to connect with your friends and with your friends. Facebook allows you to make new connections who share a common interest, expanding your personal network.