



SCHEDULE OF COURSES & WORKSHOPS

For more information, please view

<http://www.seniornet-eden-roskill.org.nz>

Schedule of Courses & Workshops

PC, MAC, Tablets (iPad/Android)

2022

The following is a list of PC, MAC, and Tablet courses/workshops that are available in 2022. Members wishing to join classes should refer to the Class Timetable and then contact one of our Class Coordinators for enrolment, preferably by email. Their contact details are listed below and are also on the Class Timetable.

Every effort will be made to have you included in a class and time that best suits you, but as this is determined by tutor availability, it cannot be guaranteed.

Fees for courses are \$5.00 per lesson, plus \$5.00 for a manual. These fees are payable on the day of the first lesson.

The fee for a 2-hour workshop is \$5.00, plus \$5.00 for manual. One sheet handouts are included in workshop fees. Fees are payable on the day of the workshop.

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

If you wish to have a course/workshop that is not in this Schedule, please contact either of our Class Coordinators, and we will do our best to organise a course/workshop for you.

Class Coordinators:

Email: sner.bookings@gmail.com

- Alan Reid: Phone: 524-6614
- Dawn Whiteman: Phone: 022 073 1077

Table of Contents

COURSES	5
Courses for PCs	5
❖ Introduction to MS Windows Computers	5
❖ Skills using MS Windows	5
Word Processing	5
❖ MS Word – Stage 1	5
❖ MS Word – Stage 2	5
Desktop Publishing	6
❖ MS Publisher	6
Spreadsheets	6
❖ MS Excel – Spreadsheets Stages 1 & 2	6
File Management	7
❖ Managing Files in MS Windows	7
Presentations	7
❖ MS PowerPoint – Stages 1 & 2	7
Family History	8
Legacy Family Tree	8
❖ Compiling your Family History using Legacy Family Tree	8
Courses for Apple Mac	9
❖ Introduction to Mac	9
❖ Photos for Mac: Organising and Editing.....	9
❖ iMovie.....	9
❖ Pages, for Mac.....	9
Courses for Tablets – iPad	10
❖ Getting Started with iPad	10
❖ Advanced tips on iPad	10
❖ Pages for iPad.....	10
Courses for Tablets – Android	10
❖ Getting Started with Your Android Tablet	10
WORKSHOPS	11
Workshops for MS Windows:	11
❖ Making Calendars.....	11
❖ Making Photo Books Workshop	11
❖ Legacy Family Tree Revision Workshop	11
❖ Family History Research	11
❖ Computer Security Workshop	12
❖ Office On-line & OneDrive Workshop	12

Internet Workshops for MS Windows & MAC:..... 13

- ❖ TradeMe 13
- ❖ Zoom Video Skills Stage 1..... 13
- ❖ Zoom Video Skills Stage 2..... 13
- ❖ Confidence with Internet Banking 13
- ❖ Facebook 13
- ❖ RealMe 14
- ❖ Dropbox (“Cloud” Storage) 14
- ❖ Chromecast (TV Streaming) 14

Workshops for Mobile Devices – Smartphones/Tablets..... 15

- ❖ Exploring your Samsung Smartphone (Android) – Stage 1 15
- ❖ Exploring your Samsung Smartphone (Android) –Stage 2 15
- ❖ Introduction to iPhones – Stage 1..... 15
- ❖ iPhone: Gaining Confidence – Stage 2 15
- ❖ Exploring your Mobile Devices Apps - Stage 3 16
- ❖ Travelling with your Mobile Devices 16

COURSES

Courses for PCs

- ❖ **Introduction to MS Windows Computers**
(6 Hours over 3 Weeks) Cost: \$20.00 and includes manual.

This course gives you a beginner's introduction to your MS Windows PC, along with basic word processing skills which are fundamental across many computer applications such as Email, writing letters, and documents. Also, an in-depth look into Keyboard, Mouse Pointer, Font, Text size, Colours, and much more.



- ❖ **Skills using MS Windows**
(6 Hours over 3 Weeks) Cost: \$20.00 and includes manual

This course will guide you through the Start Menu, Tiles and Apps (applications/programs), showing you how to add and remove tiles and customise the screen. Also, we look at new apps, the Store, Internet, Email and many other features of MS Windows.

Word Processing

- ❖ **MS Word – Stage 1**
(6 Hours over 3 Weeks) Cost: \$25.00 including manual.

With MS Word on your PC, Mac, or mobile device, you can: create documents from scratch or a template, type, select, add and format text, insert pictures, shapes, and tables; and access your documents from a computer, tablet or phone.

MS Word is suitable for those who wish to work with more complex documents than simple text files using MS WordPad.



- ❖ **MS Word – Stage 2**
(6 Hours over 3 Weeks) Cost: \$20.00 including manual

With MS Word in Stage 2, you can:

- Use advanced formatting techniques with Indents and Tab Stops.
- Fine-tune your layout by applying Styles, Themes, Borders, and Building Blocks.
- Find and replace text; Track and review changes.

Desktop Publishing

- ❖ **MS Publisher**
(8 Hours over 4 Weeks) Cost: \$25.00 including manual.

MS Publisher is a desktop publishing program that enables you to create visually professional-looking publications.



With MS Publisher on your PC, you can layout content for print or online publications in your own templates, or in a variety of pre-designed templates. In this course, you will create a professional email newsletter, business card, and brochure.

Spreadsheets

- ❖ **MS Excel – Spreadsheets Stages 1 & 2**
(Each stage is 8 hours over 4 Weeks) Cost of each stage is \$25 including manual.

Stage 1 can be taken on its own but to take the optional Stage 2, the prerequisite is to have completed Stage 1.

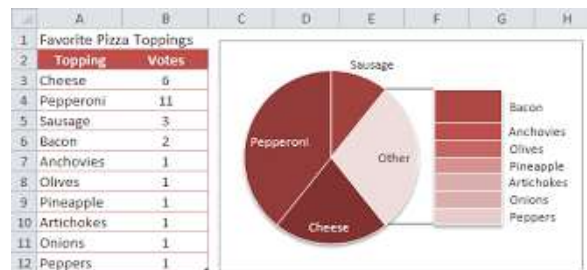
MS Excel 2016 or later provides a grid like format in which to organize nearly any type of information. The power of MS Excel lies in its flexibility to define the layout and structure of the information you want to manage. MS Excel allows you to work with text, numbers, and date information in a relatively open and unstructured way.

Spreadsheets are often used to store financial data. Formulas and functions that are used on this type of data include:

- Performing basic mathematical operations such as summing columns and rows of figures.
- Finding values such as profit or loss.
- Calculating repayment plans for loans or mortgages.
- Finding the average, maximum, or minimum values in a specified range of data.

Other common operations that MS Excel can be used for include:

- Graphing or charting data to assist users in identifying data trends.
- Sorting and filtering data to find specific information.



The information gathered in a spreadsheet can easily be incorporated into electronic presentations, web pages, or printed off in report form.

File Management

With the large amount of data storage now available, using hard drives, solid state drives, external hard drives, One Drive, DVDs, CDs, and flash drives, it is so easy to save documents, pictures, music, and video files, etc. The real challenge is where to find them again once they are stored away.



Having the discipline to store files into folders in such a way they can be easily located and retrieved later saves time and a lot of frustration.

❖ **Managing Files in MS Windows** (6 Hours over 3 Weeks) Cost: \$20.00 including manual

This course provides an insight into how information can be stored and organised on your computer's data storage devices. You will be introduced to the concepts of how to manage this information (files and folders) within **File Explorer**, which can be viewed as your digital filing cabinet for MS Windows.



Presentations

❖ **MS PowerPoint – Stages 1 & 2** Each Stage is (6 Hours over 3 Weeks) Cost: \$20.00 including manual.

MS PowerPoint is a program that lets you design your own presentations. You can use it to create slide shows, presentations for work, clubs, multimedia projects, and just about anything else you can imagine.



MS PowerPoint incorporates many procedures used in MS Word and requires you to have a knowledge of MS Office skills. MS Word Stage 1 should have been completed before starting with MS PowerPoint.

Family History

Legacy Family Tree

This program is for MS Windows computers only. You can also buy a more advanced version of the program.

❖ ***Compiling your Family History using Legacy Family Tree***
(6 Hours over 3 Weeks) Cost \$20 including the manual.

This course is for members who have an interest in family history and are looking for a method of recording on their computer, the vital family information they have gathered. During the course, you will have the opportunity to learn what sort of information to record and practice how to record it.

- Print out Family Trees and Reports
- Create a fictional family tree with information.
- Insert photos on the tree.



Courses for Apple Mac

❖ **Introduction to Mac**

(8 Hours over 4 Weeks) Cost: \$25.00 and includes manual.

This course introduces the basic features of Apple computers and Mac OS. It includes mouse skills, working with menus, icons, windows, the dock, and different apps. It also includes using a Flash drive and gives a brief introduction to the Internet, Email, App Store, and iTunes.

❖ **Photos for Mac: Organising and Editing**

(8 Hours over 4 Weeks) Cost: \$25.00 and includes manual.

Import photos from digital cameras and organise them into albums. Crop, edit and print photos. Bring photos from emails into your computer, and share photos via email. Learn how to make slideshows.



❖ **iMovie**

(4 Hours over 2 Week) Cost: \$15.00 and includes manual.

Using photos and music you can create wonderful movies without needing video.

Learn how to link your still images with innovative transitions, and create movement using the Ken Burns effect. Add titles, captions and credits, record comments or narrative, combine all with the music of your choice, then save it and share it as a QuickTime movie.

The first session teaches this whole range of skills, and the second session gives you the opportunity to use your own photos and music, and to take away your created movie.



❖ **Pages, for Mac**

(8 Hours over 4 Weeks) Cost: \$25.00 and includes manual.

Pages is a program for Word Processing used solely on Apple devices, for creating Documents, Letters, Newsletters and much more, either from Blanks or Templates. It has many smart features and you will produce professional looking results. Pages

has the ability to read an MS Word document and what you create in Pages can be exported as an MS Word document too.



Courses for Tablets – iPad

❖ **Getting Started with iPad**

(6 Hours over 3 Weeks) Cost: \$20.00 including manual.

This course introduces you to the practical uses of an iPad. You will look at settings, basic apps, typing, and using email.



❖ **Advanced tips on iPad**

(4 Hours over 2 Weeks) Cost: \$15.00 including manual.

This course will provide an insight into a range of functions not covered, in the Getting Started with iPad course. Prior experience with the iPad is a pre-requisite for attendance.

❖ **Pages for iPad**

(6 Hours over 3 Weeks) Cost: \$20.00 including manual.

Pages is a program for word processing like MS Word, but available on iPads used solely on iPads. For creating documents, letters, newsletters and much more, either from blanks or templates. It has many very smart features and you will produce very professional results.

Courses for Tablets – Android

❖ **Getting Started with Your Android Tablet**

(8 Hours over 4 Weeks) Cost: \$25.00 including manual.

This course introduces you to the Samsung Galaxy Tablet. Lightness and portability are important features of a tablet, but also a great communicating tool.

- Learn the layout of your tablet and use basic operations.
- Explore the Preferences (Settings) on your device
- Set up Wi-Fi and a Google account.
- Explore installed Apps
- Use the Android Keyboard



WORKSHOPS

Workshops for MS Windows:

❖ **Making Calendars**

(2 Hours over 1 Week) Cost \$10.00 including manual

In this workshop, we prepare a sample A4 sized calendar using photos from a provided folder, using Kroma.

A step-by-step manual is given to you, to take home, to make a calendar using your photos, that you would send to Kroma for printing. Printing costs are not included.



❖ **Making Photo Books Workshop**

(2 Hours over 1 Week) Cost \$10.00 including manual

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 pre-programmed photo book using the Kroma program.

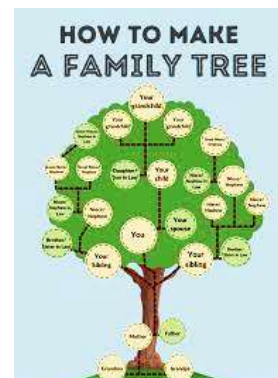


There is an opportunity to add your individuality to these books by adding borders to your photos, colouring pages, and creating text. A step-by-step manual is given to you, to take home, to make a calendar using your photos, that you would send to Kroma for printing. Printing costs are not included.

❖ **Legacy Family Tree Revision Workshop**

(3 Hours over 1 Week) Cost \$7.50

Suitable for Legacy Family Tree users who need a refresher workshop on MS Windows computers only.



❖ **Family History Research**

Workshop (Either 2 Hour, or 4 Hour Sessions) Cost \$5.00, \$10.00 respectively

Expand your Family information through searching on Ancestry.com, and other free general websites e.g. FamilySearch.com; Cemetery; Archives and Irish websites; and Births, Deaths, and Marriages websites. You will have the opportunity to print out your findings. Assistance is provided by attending tutors.

❖ **Computer Security Workshop**

(2 Hours over 1 Week) Cost \$10.00 including manual

This workshop looks at various issues that need to be considered to help you maintain the security of your computer system.

Topics covered include:

- Windows Updates
- Antivirus and Malware protection
- Internet protection
- Intruder protection
- Passwords
- SPAM emails



❖ **Office On-line & OneDrive Workshop**

(2 Hours over 1 Week) Cost \$10.00 including manual

Microsoft Office Online is a suite of online applications that lets you create Word documents, Excel spreadsheets, and more. You can store the documents you create—plus any other files you want—on Microsoft OneDrive, an online file storage service. Both tools are accessible from anywhere with an Internet connection, and both are free but with a limit of 5GB.



Internet Workshops for MS Windows & MAC:

❖ **TradeMe**

(2 Hours over 1 Week) Cost \$10.00 including manual

This workshop introduces you to “Trade Me”, which is a buying and selling web site, where you will learn how to search for items that you want to purchase and similar items that you want to sell. You can sign up and register your goods for sale.



❖ **Zoom Video Skills Stage 1**

(2 Hours over 1 Week) Cost \$10.00 including handout

Take turns at joining a meeting, or starting your own and inviting others. Learn about Zoom meeting basic settings and rules.



❖ **Zoom Video Skills Stage 2**

(2 Hours over 1 Week) Cost \$5.00

Share pictures, documents and videos live with others, and enable other participants to add labels, markings and comments. Discover further useful settings.

❖ **Confidence with Internet Banking**

(2 Hours over 1 Week) Cost: Free and includes handouts.

The purpose of these workshops is to help senior Kiwis feel more comfortable and confident when it comes to using Online Banking and to provide an



interactive ‘hands-on’ experience of Online Banking. The workshops will cover a number of topics including; what is Online Banking, how to keep safe online, how to register and log-in, and how to complete transactions online.

❖ **Facebook**

(2 Hours over 1 Week) Cost: \$10.00 and includes handout.

Facebook is a social networking website — a gathering spot, to connect with your friends. Facebook allows you to make new connections who share a common interest, expanding your personal network.



- ❖ **RealMe**
(2 Hours over 1 Week) Cost: \$10.00 and includes manual.

RealMe is the secure way to prove who you are online. You can use it in two ways: to prove who you are when you're online, and to log into lots of NZ government sites and services.

This workshop explains what RealMe is, who is behind it, its security features, what you would use it for, and shows you how to set up your RealMe account.



- ❖ **Dropbox (“Cloud” Storage)**
(2 Hours over 1 Week) Cost: \$10.00 and includes manual.

This workshop looks at the facilities available to upload, store, and share files using a popular online “cloud” storage facility called “Dropbox”.

It allows you to synchronise files across computers, tablets, and mobile devices so that you can access them from anywhere, and at any time.



- ❖ **Chromecast (TV Streaming)**
(2 Hours over 1 Week) Cost: \$10.00 and includes manual.

The aim of this workshop is to provide you with a basic understanding of the issues which encompass the techniques of “streaming”, and “casting”.

These are terms used when describing how we can download and play video/sound on our mobile devices, and display (“cast”) them to our television screen.

You will learn how to install and use the Google Chromecast device through which you can play content on your TV from your PC, tablet, or smartphone.



Workshops for Mobile Devices – Smartphones/Tablets

❖ Exploring your Samsung Smartphone (Android) – Stage 1 *(2 Hours over 1 Week) Cost \$10.00 includes handout*

This workshop explores Startup and Security, hand gestures, managing phone calls, and text messages; understanding connections and how to save battery charge and data costs, and using your Google account to get more Apps.



❖ Exploring your Samsung Smartphone (Android) – Stage 2 *(2 Hours over 1 Week) Cost \$10.00 includes handout*

This workshop explores Settings to make your phone behave the way you want; Connections in more detail than Stage 1 and a section on Contacts – how to create a new contact, how to delete or edit a contact; creating a group within Contacts and changing the ringtone. Also contains more detail about Apps and Widgets than in Stage 1.

❖ Introduction to iPhones – Stage 1 *(2 Hours over 1 Week) Cost \$10.00 includes handout*

In this workshop, you will learn the iPhone device language and explore the iPhone interface: tapping, scrolling, and touching. You will go over phone calls, receiving and sending text messages, and how to connect to Wi-Fi and Bluetooth. Apple operating system iOS will be explored along with some of the settings.



❖ iPhone: Gaining Confidence – Stage 2 *(2 Hours over 1 Week) Cost \$10.00 includes handout*

This workshop will explore the following: adding new contacts and a contact's photo; sending a photo in a text message and sending an email; changing the picture on your Home page and your Lock screen; adding to your Control centre; saving your battery and data; and how to add to your calendar. Finding and downloading new Apps will be covered as well as moving your Apps around and creating folders on your iPhone. Two-factor identification will be discussed briefly.

❖ **Exploring your Mobile Devices Apps - Stage 3**

(2 Hours over 1 Week) Cost \$10.00 includes handout

Many users do not get as much benefit from their mobile devices as they could. Your device is a powerful computer able to do most tasks that an Apple Mac or PC or laptop can do. One way to get this benefit is by using a wide range of Apps and knowing when you have a problem to solve that “there must be an app for that!”. From there it’s a matter of searching the App Store or Google Play for an App to do the job.

The Apps covered are generally available across all Apple and Android mobile devices (phones, iPads, tablets, etc.). Some Apps are only available for either iOS or Android, but if it is useful for a large group of users there will be a similar App for the other operating system. Useful Apps are listed, ones to spark your interest to explore further areas of interest to you.



❖ **Travelling with your Mobile Devices**

(2 Hours over 1 Week) Cost \$10.00 includes handout.

This workshop covers several issues that you should consider when deciding to travel with your mobile devices, be it your smartphone, tablet, or notebook computer.

The aim is to help you get the most out of your devices when travelling.

