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SCHEDULE OF

COURSES & WORKSHOPS

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Schedule of Courses & Workshops PC, MAC, Tablets (iPad/Android) 2024

The following is a list of PC, MAC, and Tablet courses/workshops that are available in 2024. Members wishing to join classes should refer to the Class Timetable and then contact our Class Coordinator for enrolment, preferably by email. Contact details are listed below and are also on the Class Timetable.

Every effort will be made to have you included in a class at a time that 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 a manual if one is available. One-sheet handouts are included in workshop fees. Fees are payable on the day of the workshop.

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

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

Class Coordinators:

Email: sner.bookings@gmail.com

– Dawn Whiteman: Phone: 022 073 1077

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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 10
(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.

❖ ### Skills using MS Windows 11
(6 Hours over 3 Weeks) Cost: $20.00 and includes manual

This course introduces you to the Windows 11 Operating System, looking at the Desktop, Taskbar, Start Menu, Lock Screen Settings, Apps, Widgets, Recycle Bin, Calendar, File Explorer working with Files and Folders, and Desktop Snap.

❖ ### Microsoft Photo Editing
(4 Hours over 2 Weeks) Cost $15.00 including manual

Digital photos can be improved with digital photo editing. This includes cropping, changing the aspect ratio, flipping, mirroring, rotating, correcting brightness, contrast, and colour balance, and using filters. It may also include correcting camera tilt and key stoning, removing distracting content, adding effects, and handling raw images.
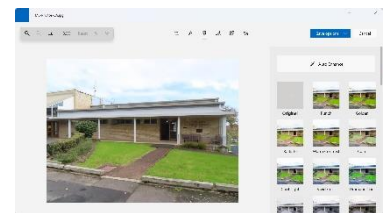
File Management

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

Having the discipline to store files in 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 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

❖ *OneDrive File Management in Windows 11*
(6 Hours over 3 Weeks) Cost: $20.00 including manual

Files on your computer can be copied automatically to your Microsoft's OneDrive folder, a Cloud-based storage system with off-site backup of important files and a sharing hub for all users. 5GB (Gigabytes) of OneDrive space are free, but more is available if you use Microsoft 365.

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.

Confidence with Email

In today's interconnected world, email has become an indispensable tool for communication. It is an efficient and convenient way to exchange information, bridging geographical boundaries and bringing people closer together. But, with the advantages of email come responsibilities of safety and etiquette. In this course, you will learn how to use your email more effectively and safely, how to use the email calendar and learn about the etiquette of using email.

❖ *Email Communication Windows Mail*

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

Email (electronic mail) is about sending and receiving messages. This course will guide you with Email Etiquette, addressing emails, message content, formatting, proofing, attachments, and hyperlinks.

Desktop Publishing

❖ ***MS Publisher***
(6 Hours over 3 Weeks) Cost: $20.00 including manual.

MS Publisher is a desktop publishing program that enables you to create visually professional-looking publications for publications in your own templates, or in pre-designed templates. In this course, you will create a professional 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 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.
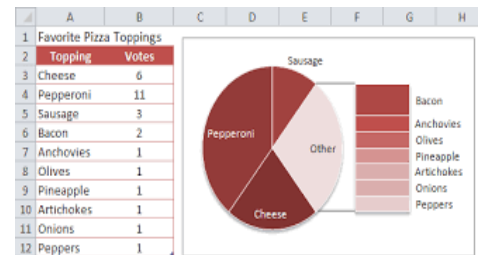
Formulas and functions that are used on this type of data include:
- Performing basic mathematical operations such as summing columns and rows of figures.
- Finding values such as profit or loss.
- Calculating repayment plans for loans or mortgages.
- Finding the average, maximum, or minimum values in 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.

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. t 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.

- ❖ *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 use of an iPad. You will look at settings, basic apps, typing, using email.

- ❖ *Advanced tips on iPad*
  (4 Hours over 2 Weeks) Cost: $15.00 including manual.

  This course will provide 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 programme for word processing (like Word, but available 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:

❖ ***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 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.
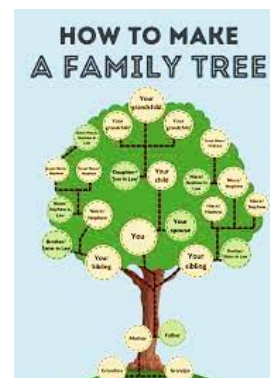
❖ ***Computer Security Workshop***
(2 Hours over 1 Week) Cost $10.00 including manual

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

❖ ***Flash Drive & Snipping Tool***
(2 Hours over 1 Week) Cost $10.00 including manual

USB flash drives are small, cheap, portable, solid-state storage devices that can be plugged into a computer via a USB port. Files and folders on the flash drive can be copied, moved, deleted, and renamed, and new ones created.

As well as a **Snipping Tool,** Windows 11 has a S**creen Recording** option. Once the app is open, tap the movie camera icon, then press New.

To take Screenshots in Windows 11, use the PrtSc (Print Screen) Key and Paste the full image copy to the clipboard.

❖ *Fun with Computers*
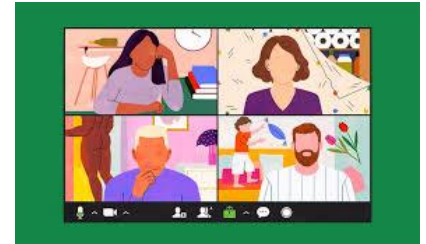*(2 Hours over 1 Week) Cost $5.00*

Come and explore the World, where you or your relatives have lived, and the places you would like to visit or move to. Plan your next Holiday.

Try some of the Free Games on the computer to increase your Concentration, Memory, and Mouse control.

Internet Workshops for MS Windows & MAC:

❖ *Zoom Video Skills Stage 1*
(2 Hours over 1 Week) Cost $10.00 including a 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.

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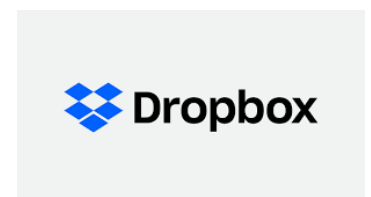*(2 Hours over 1 Week) Cost: $10.00 and includes manual.*

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, and 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 Start-up 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; create a group within Contacts and change 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.