2015   SESSION 3 – 21st April to 22nd May

ComputerPals - Newcastle
Where Seniors master technology

ALWAYS BRING A FLASH DRIVE TO CLASS

TUESDAY	Course Details	Cost
1½ hours for 5 weeks from **21st April to 19th May** 8.45 to 10.15	**Windows 8.1 Essentials** This course is suitable for first time users of Windows 8.1 and those with little or no previous knowledge of using a computer. *Course Content:* The Start Screen environment, open and closing Apps, switching between the Desktop and Start Screen, the Charms Bar – examine and use all the charms, working with Start Screen Apps, the Desktop environment and includes an introduction to basic word processing using WordPad. *Prerequisite:* Confidence in using the mouse and keyboard is essential. Learners should take the short course on mouse and keyboard skills before commencing this course.	$30
1½ hours for 5 weeks from **21st April to 19th May** 10.30 to 12.00	**Working with Files & Folders** This is an essential course as it will teach you how to take control of your computer filing system. The rules of saving files, how to organise your filing and yes, reorganise it. You will learn how to use the features of the Explorer to review, rate and index files and to use the tools available *Prerequisites:* Basic computer skills, using the keyboard and mouse *Course Content:* Saving files, where, naming and file types – Create new folders and sub-folders Organise by renaming files and folders – Sorting files, selection techniques – Features of the Explorer and the tools available – Select single and multiple files – Use the right click, Send to options and Shortcuts Finding files, the search options.	$30
1½ hours for 5 weeks from **21st April to 19th May** 12.15 to 1.45	**Windows 7 Basics** *Prerequisite:* Use of the mouse and keyboard are ESSENTIAL. *Learners should take the short course on mouse and keyboard skills before attempting this course.* Course Content: Identify computer components - Understand and use the Start Menu - Control the mouse - Understand and identify desktop items - Manipulate and rename desktop icons - Use the Recycle Bin - Understand and use Taskbar components - Use the Right Click - Identify common window components - Move and resize windows - Enter and manipulate text in WordPad - Open, close and relocate multiple windows - Use Help and Support	$30
1½ hours for 5 weeks from **21st April to 19th May** **2.00 to 3.30**	**Buying & Selling on eBay & Gumtree** **Buying** - *we will show you how to:* Search for items; Make safer payment with PayPal Register with eBay;Enter an Auction bid;Buy and pay for items **Selling -** *we will show you how to:* Register with eBay, Gumtree and PayPal; Create your ad listing Access and use eBay and Gumtree Help; Understand eBay fees; Enhance your listing; Create and Manage an Auction for your item; Organise payment; Arrange delivery or pick up Provide feedback	$30

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WEDNESDAY	Course Details	Cost
22nd April 8.45 – 12.00 **3 hours**	**Publisher Stage 1** Bring a flash drive to save your projects As publisher is such a large program, stage 1 is the first of a series of workshops aimed at giving course participants the skills to create three activities. 1. Gift tags – using label section of publishing, explore backgrounds, margins etc 2. Business/address cards – Using manufacturers labels, make your own with c/board, group text & pictures 3. Three fold card – Use columns & rows, shapes & lines, borders & frames.	$12
22nd April 12.15 to 3.30 **3 hours**	**Computer Back-up** This course is essential Run a backup and save those important files to a flash drive, an external hard drive or a DVD with ease in a format you can use Or save an image of the system to an external hard drive to save time if re-installation is needed. Back up all those photos, documents and spreadsheets you don't want to lose. Learn to use backup efficiently. Windows 7 & 8.1 have the ability to do this.	$12
29th April 8.45 to 12.00 **3 hours**	**Publisher Stage 2** Bring a flash drive to save your projects This is Stage 2 of a 3 part series and you will learn how to create: 1. Mini Address Labels – manufacturers labels 2. Three Fold Cut-Out Cards – Many variations both vertical & horizontal using clip art & file pictures & shapes 3. Half fold Cards with insert – Either vertical or horizontal fold with c/board.	$12
29th April 12.15 to 3.30 **3 hours**	**Using a Flash Drive** What is a flash drive? A flash drive is a small memory drive with a USB connection. *In this course learn how to:* Save data, etc to the flash drive. Safely disconnect the flash drive from the computer. Other interesting information.	$12
6th May 8.45 to 12.00 **3 hours**	**Publisher Stage 3** Bring a flash drive to save your projects This is Stage 3 of a 3 part series and you will learn how to create: 1. Gift Wallet – Horizontal 3 fold 2. Uneven Three Fold Card with cut out design 3. Book Marks – 4 book marks using text, clipart or file pictures or photos, laminated with tassels/ribbons/beads	$12
6th May 12.15 to 3.30 3 hours	**Things you need to know about your Computer** Find out about – Sending shortcuts to the Desktop, Switching Apps, Backing up to an External Drive, Anti Virus programs, Using secure Passwords and keeping a record of them.	$12
13th May 8.45 to 12.00 **3 hours**	**Publisher – Creative using 2010** Bring a flash drive to save your projects Course participants would need to be very familiar with publisher. *This class will cover:* 1. Half Fold-Tole Cut Out card 2. Window – Cut Half-Fold card 3. Four Fold Cut-Out card	$12
3 hours (for 2 weeks) on 13th May 20th May 12.15 to 3.30	**Cloud Computing 2 x 3 hours** Allows you to store your files "in the cloud". You can then access your files through the Internet from any PC, Laptop, Tablet or Smartphone. Learn how to 'sync' your files and how to share your files with friends, family and others. Some of these services also allow you to create word processed documents, spreadsheets and presentations using software apps on the web. Learn how to sign up for the free services of Dropbox, Microsoft OneDrive, Google Drive; upload, 'sync' and share files as well as web apps.	$24
20th May 8.45 to 12.00 **3 hours**	**Publisher – Catchup / Review** This class will be used to catchup / review projects from other classes and to adapting previous skills to a variety of projects. If time permits - A Cut-Out Three Fold Card	$12

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THURSDAY	Course Details	Cost
23rd April 8.45 to 12.00 **3 hours**	**Know Your Camera** This course is suitable for people who are new to photography and who are unfamiliar with their camera workings. *Please bring along camera, batteries fully charged, camera manual and the USB lead to connect to the computer.*	$12
1½ hours for 5 weeks from 23rd April to 21st May 12.15 to 1.45	**Windows 8.1 Essentials 5 x 1½ hours** This course is suitable for first time users of Windows 8.1 and those with little or no previous knowledge of using a computer. *Course Content:* The Start Screen environment, open and closing Apps, switching between the Desktop and Start Screen, the Charms Bar – examine and use all the charms, working with Start Screen Apps, the Desktop environment and includes an introduction to basic word processing using WordPad. *Prerequisite*: Confidence in using the mouse and keyboard is essential. Learners should take the short course on mouse and keyboard skills before commencing this course.	$30
1½ hours for 5 weeks from 23rd April to 21st May 2.00 to 3.30	**Beginners Course** For those just starting out with little or no previous knowledge of using a computer. *Course Content:* Introduction to the computer; starting out in Windows 7 & Windows 8.1 Using the mouse and keyboard. Typing and saving in Wordpad. Using the internet and eMail. Introduction to graphics.	$30
30th April 8.45 to 12.00 **3 hours**	**eBook Management & helpful websites** *You must bring a USB drive with a good amount of available space.* Do you want to learn how to put eBooks on your computer AND/OR on your tablet (which includes iPads and Androids)? If your answer is a resounding "YES" - come to this class and learn how. You will be amazed at the depth of knowledge to be gained as you learn how to find, download, calibrate, organise and enjoy your books. The majority of the information imparted will deal with the getting of eBooks (free and otherwise), the storage and collation of same and the transfer to readers. We will delve more deeply into free eBooks and the management of them via Calibre, a superb free management tool. We will also take a brief look at some sites that might prove useful for the bookworms among us. We will be downloading some books - of your choice - from a free site with over 36,000 from which to choose.	$12
7th May 8.45 to 12.00 **3 hours**	**iPad Basics** **Bring along your fully charged device and your Apple ID & Password.** This course is restricted to those people with iPad or iPod Touch devices. There are dozens of tips we'll cover to help users gain the most from their "toys". You'll find the course not only informative and useful but also it should prove to be a lot of fun.	$12
14th May 8.45 to 12.00 **3 hours**	**Android Basics** **Bring along your fully charged tablet, also your username & password** if you need to go to the Store. Each Android tablet is different but they have similar operating features This will cover basic features of your tablet – Apps, Settings, Email, Internet This is not really suitable for Smart Phones.	$12
21st May 8.45 to 12.00 3 hours	**iTunes** For iPad, iPhone and iPod Touch. Learn how to: Install and set preferences, browse the iTunes library, make playlists, add music to iTunes from your computer or CD. Buy music or eBooks from the iTunes store	$12

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FRIDAY	Course Details	Cost
22nd May 8.45 am – noon 3 hours	**Keyboard & Mouse** *AN IMPORTANT COURSE FOR BEGINNERS & PEOPLE NOT FAMILIAR WITH THE KEYBOARD & MOUSE* Shows correct handling and use of the mouse. The left and right button and scroll wheel. How to use the "curser" and the "insertion point". Use of the various keys and some of the dual function keys on the keyboard.	$6