



Computer Courses 2018

SeniorNet Warkworth Learning Centre

Warkworth RSA Building, cnr Neville St & Mill Lane, Warkworth

(entrance via Mill Lane carpark)

09 4259643



Membership and Course enquiries

09 4223728

seniornetworkworthcc@gmail.com

Or call in to the Learning Centre any Friday between 12.00noon and 1.30pm

Postal Address:

P O Box 659

Warkworth 0941

Visit our website: – www.seniornetworkworth.org.nz



Microsoft Windows and Apple Mac





Contents

<i>Welcome.....</i>	<i>3</i>
<i>Using Windows 10</i>	<i>4</i>
<i>Getting Started with Computers.....</i>	<i>4</i>
<i>Windows PC? Deciding on your learning path?</i>	<i>4</i>
<i>Essential Basic Computer Skills using Microsoft Word or Libre Writer.....</i>	<i>5</i>
<i>Intermediate and Advanced Word Processing using Microsoft Word.....</i>	<i>5</i>
<i>Working with Pictures in Windows 10.....</i>	<i>5</i>
<i>Organising Your Windows Computer</i>	<i>6</i>
<i>Excel for Seniors.....</i>	<i>6</i>
<i>Libre Base</i>	<i>6</i>
<i>Getting Started with an Apple Mac Computer:.....</i>	<i>7</i>
<i>Mac Workshops:.....</i>	<i>7</i>
<i>Getting Started with Genealogy.....</i>	<i>8</i>
<i>Introduction to Legacy 8 Genealogy Software.....</i>	<i>8</i>
<i>Using Publisher.....</i>	<i>8</i>
<i>Photoshop Image Editing - Basic</i>	<i>9</i>
<i>Photoshop Image Editing - Advanced.....</i>	<i>9</i>
<i>Digital Scrapbooking.....</i>	<i>9</i>
<i>Make a Website.....</i>	<i>10</i>
<i>Digital Photography</i>	<i>10</i>
<i>Power Point.....</i>	<i>10</i>
<i>Samsung Smartphones.....</i>	<i>11</i>
<i>Samsung Tablets.....</i>	<i>11</i>
<i>Making the most of your iPad / iPhone:</i>	<i>11</i>
<i>Help!</i>	<i>12</i>
<i>Workshops ~.....</i>	<i>12</i>
<i>2018 Timetable.....</i>	<i>12</i>



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SeniorNet Warkworth

MAKING CONNECTIONS

Welcome ~

To this 2018 outline of our available courses.

SeniorNet is a community training network that supports and motivates mature people to enjoy and use technology in their everyday lives. Join in the fun and learn how to do everything from understanding how to use your computer and working with basic documents, to searching the internet, working with photographs, researching your ancestry, maintaining your computer, setting up your own web-site, plus much more. In small, friendly and stress-free classes, you'll gain the skills and confidence you need to get the most out of information technology.

At our training facility retired volunteers from all walks of life provide a wide range of courses across a range of computer platforms. So, whether you have a Windows or Mac desktop / laptop or you are into Apple, Android or Windows tablets, there will be a course available to you which will assist you to obtain full benefit from your device. Help is also available from our experienced team every Friday if you are unsure how to proceed.

To be able to participate in the available courses you must be a member of SeniorNet Warkworth at a cost of an annual fee of \$35 for a single member, or \$50.00 for a couple who reside at the same address. An additional fee is then payable for each course as listed in this outline.

We look forward to meeting you at our Centre in the near future.

**FREE 1-ON-1 INFORMATION
ON ALL COURSES AVAILABLE
AT THE LEARNING CENTRE
EACH FRIDAY BETWEEN
12 NOON AND 1:30 PM**

**Tell your
friends to
come in &
find out
what we
have to
offer**



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Windows PC Core courses ~

Using Windows 10

Have you just updated to *Windows 10*, or recently purchased a *Windows 10* computer? There are two courses available, each held over a period of 4 weeks, one session per week, with each session lasting for 2 hours.

- **PART 1** – Essential for you to get the most from your new Operating System. Get a basic understanding of the new desktop, learn about the new Start Menu, and find out how to use those apps!
- **PART 2** - Investigate the Desktop in more depth, get a basic understanding of File Explorer, learn how to Backup, set up User Accounts, and more.



Part 1 Course fee - \$30.00

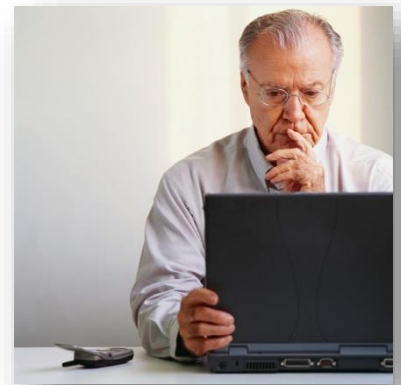
Part 2 Course fee - \$30.00

Getting Started with Computers

A Course for Beginners – for those who have never used a computer or who would like to do a refresher course.

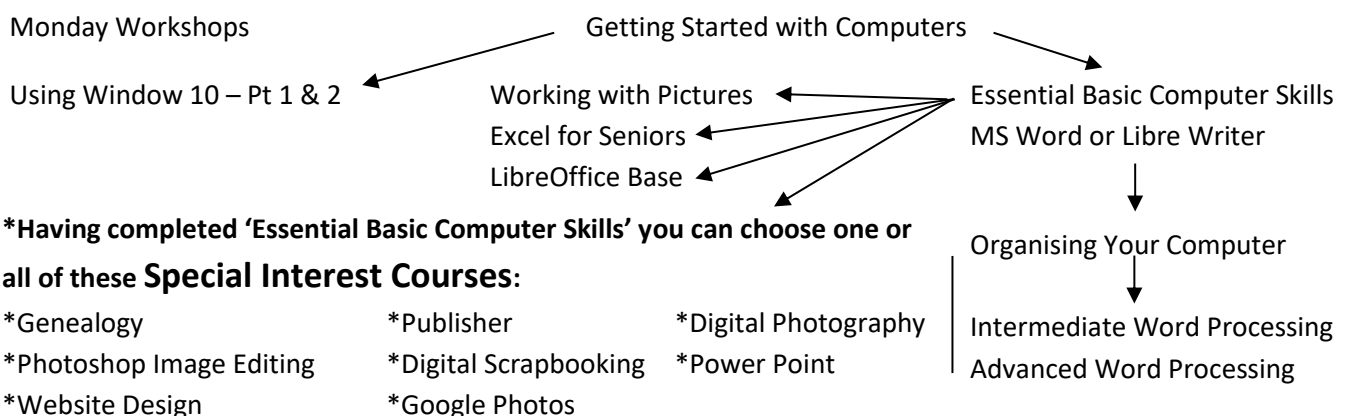
This course is held over a period of 4 weeks, one two hour session each week, and includes basic topics covering Use of the Mouse, the Start Menu Window, Shutting Down, Dragging and Dropping, Selecting, using Word Pad, Cutting, Copying and Pasting and many other features. Available for:

- Windows 10 Operating System
- Windows 7 Operating System



Course fee - \$30.00

Windows PC? Deciding on your learning path? Check this out.



Microsoft Windows and Apple Mac



Essential Basic Computer Skills using Microsoft Word or Libre Writer

The Next Steps – these courses expand on the 'Getting Started with Computers' course.



Part 1: - Covers use of the Clipboard, Formatting, Tabs and Indents and Navigating through a Document, plus more.

Course fee - \$30.00

Part 2: - Covers Auto Correct, Creating Folders, Borders and Shading, Creating a Certificate, plus more.

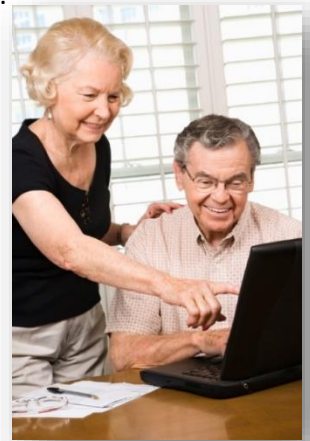
Course fee - \$30.00

Each course is held over a period of 4 weeks, one session per week, with each session lasting for 2 hours.

Intermediate and Advanced Word Processing using Microsoft Word

A Step Further – these two 8 week courses follow on from *Essential Basic Computer Skills* and are for the student who wishes to increase their knowledge of Microsoft Word.

Each course is held over a period of 8 weeks, one session per week, with each session lasting for 2 hours.



Course fees - \$60.00 for each 8 week course

Working with Pictures in Windows 10

All the skills you need to organise and sort your pictures: Download them from your camera or portable device, or the internet.

Use Microsoft's Snipping Tool or Print Screen to capture an image. Scan images to turn your old photos into digital images that you can then work with on your computer.

Improve your pictures by using the tools in the Windows 10 Photos App editing suite.

Insert pictures into a document and create a caption box to attach to the picture.

This course is held over a period of 4 weeks, one session per week, with each session lasting for 2 hours.

Course fee - \$30.00



Microsoft Windows and Apple Mac



Organising Your Windows Computer

Recommended as a follow on to 'Essential Basic Computer Skills'

Improve your control over the files that you have created on your computer, including your photographs and videos. Instead of having pages of files to sort through, learn how to organise them into folders, and then keep your computer tidy by saving new files into exactly where you want to keep them on your computer, or to a flash drive or external hard drive.

This course is held over a period of 4 weeks, one session per week, with each session lasting for 2 hours. This course is available for:

- Windows 10 Operating System
- Windows 7 Operating System



Course fee - \$30.00

Excel for Seniors

All the information you need to use Excel with confidence is in this course.

Part 1 – In this 4 week course, you will learn how to navigate through a spreadsheet, enter data (words and numbers), use simple formulas and functions to add, subtract, multiply and divide, create lists of names and addresses and sort them into alphabetical order, and create charts to graphically represent your data.

Part 2 – In this 4 week course, you delve much deeper into formulas and functions, including the IF and NOW functions. You will investigate using absolute cell references, working with percentages and averages, and how to reference your data to other sheets. You will also be shown how to protect your data. Transferring information to a Word document, and importing data, maybe from a cheque account or contacts list, is also covered.

Course fee - \$30.00 for each 4 week course

Libre Base

An ideal follow on from Excel, although knowledge of Excel, though preferable, is not essential.

All businesses, including SeniorNet Warkworth, rely on a relational database. No business can operate effectively without one.

Libre Base is a free database management program, similar to Microsoft Access. It can be used to create small embedded databases when used with Java-based HSQLDB as its storage engine.

You will learn how to download Libre and Java if necessary, and create relational forms and reports.

This course is held over a period of 4 weeks, one session per week, with each session lasting for 2 hours.



Course fee - \$30.00



Microsoft Windows and Apple Mac



Apple Mac courses ~

Getting Started with an Apple Mac Computer:

This 4 lesson course, 2 hours per lesson, serves as an introduction to the basics of the Mac operating system – Mac OS. Included in this course is an explanation of the evolution of OS X as it has developed since its introduction in 2001 and the differences between the various updates - in particular from El Capitan to the latest Mac OS.

Topics covered include:

- the mouse and keyboard
- the Desktop, Menu bars, and Dock
- the Finder and Finder windows
- file and folder creation and management
- System Preferences and customising your work
- using applications
- basic word processing and using the Internet
- searching with the Mac (your computer and the Internet)
- backing up and saving your work



By the end of this course you will have an understanding of the basic operating system for the Mac computer and be able to:

- personalise and customise your Mac computer
- use the applications and utilities which are built into the Mac computer and know how to source and use other applications from Apple and third party developers
- browse the Internet
- use email applications
- navigate your Mac and find files quickly
- perform advanced searches
- manage external devices and removable media
- backup your work

Course fee - \$30.00

Mac Workshops:

We intersperse Courses with 2 hour Workshops on a variety of topics of interest to Mac users.

In 2016 these included such items as:

- Photos on the Mac
- Audio file capture and editing
- Video file capture and editing
- Pages, Numbers and Keynote applications
- Email
- iTunes
- Backing up your Mac



Workshop fee - \$5.00



Microsoft Windows and Apple Mac

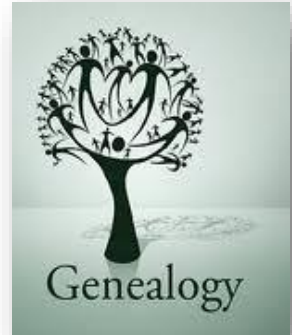


Special Interest courses ~

Getting Started with Genealogy

Learn how to trace your ancestry using the records of Births, Deaths, and Marriage, Census and Electoral Rolls; Parish Records, Historic Newspapers, Shipping Records and many more. As well as the Ancestry database that is now available at SeniorNet, you will be shown how to use many free Genealogy websites.

This course is held over a period of 4 weeks, one session per week, with each session lasting for 2 hours.



Course fee - \$30.00

Introduction to Legacy 8 Genealogy Software

**Learn to use many of the features contained in this Award
Winning FREE Software**



The best genealogy software provides tools for research, charting and organizing your family tree. After you gather, and enter family records and information, you can choose from Legacy 8's variety of charts to display your findings; within the charting section, there are 25 different charts, and 20 reports.

Legacy 8 is installed on the SeniorNet computers, or you may prefer to bring along your own laptop.

Course Fee - \$30.00

Using Publisher

Learn how to use *Publisher*, a user friendly, entry level graphic design programme.

- Create and snap to column, row and ruler guides
- Create text boxes, insert text and link text boxes together
- Insert pictures and use picture placeholders
- Insert and manipulate tables, and in the process, understand layers
- Work with Shapes, creating personalised colours and inserting pictures and text
- Create and use templates.

This course is held over a period of 4 weeks, one session per week, with each session lasting for 2 hours.



Course fee - \$30.00



Microsoft Windows and Apple Mac



Photoshop Elements



Photoshop Image Editing – Basic

Bring out the best in your digital images to enhance and repair your photos, add and remove people or objects from a picture and even learn how to turn black and white pictures into coloured pictures.

This course is held over a period of 4 weeks, one session per week, with each session lasting for 2 hours.

Course fee - \$30.00

Photoshop Image Editing – Advanced

This course follows on from the basic Photo editing course and explores many other features available in *Photo Shop Elements*.

Learn how to add special effects to your photos such as 3D pop out effects and special Text effects as well as creating stunning pictures using Photoshop brushes and filters.

This course is held over a period of 4 weeks, one session per week, with each session lasting for 2 hours.



Course fee - \$30.00

Digital Scrapbooking



Digital Scrapbooking is a fairly new form of scrapbooking which involves the use of a computer and graphics software to create stunning visual layouts of your photos and is a great way to preserve family memories in a new and exciting fashion. Digital scrapbooking involves the use of digital photos, clip art, graphic textures, and various photo-objects as embellishments, but the ultimate purpose of preserving memories in the form of a creative keepsake remains.

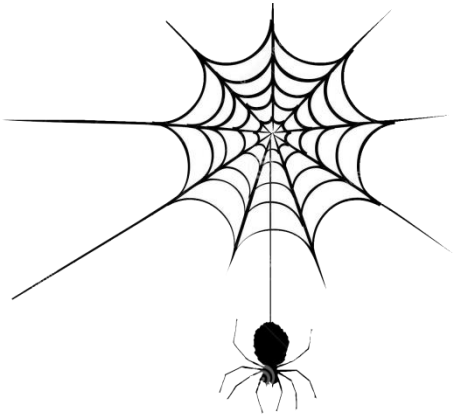
Course fee - \$30.00



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Website Design



Make a Website.

We use one of the leading Web Site Content Management Systems – *WordPress*.

A live student web site for you to work on is provided.

We include the following: - Domain names, urls, Web hosting services, Themes, the dashboard, plugins, pages, menus, landing page, page builder, customisation, images, galleries etc.

For further information please contact Ian Taylor at ianatsnet@gmail.com

6 week Basic Introduction course fee - \$60

Digital Photography

This course is about how to use your digital camera and the basics of taking a good photograph.

It is a 'hands-on' course which requires participants to bring their own camera and instruction manual. The course will cover camera functions, how to use them, basic camera techniques and the principles of good lighting, correct exposure and composition of the image.

Course notes will be available and practical sessions with your own camera are a large part of this four week course with each session lasting two hours.



Course fee - \$30.00



Power Point

We will show you how to use *PowerPoint* to make stunning personal photo slide shows that can be played at parties, weddings and other functions. Bring those photos alive with dynamic animation and zooming text and special transitions. Make posters and flyers or even design and print birthday cards or party invitations.

This course is held over a period of 4 weeks, one session per week, with each session lasting for 2 hours.

Course fee - \$30.00



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Portable Devices ~

Samsung Smartphones

Google's *Android Operating System* is said to power the majority of all tablets and phones. We offer a two lesson introduction to your *Android Phone*, concentrating on *Samsung* models. We show you how to manage your smartphone using Settings, explore your Camera functions, download Apps, send Email and Text, and much more. The lessons are interactive – we often find that students have knowledge of some smartphone features that we don't, so bring your phone and join in the fun of sharing. Those with brands other than Samsung are advised to attend the Friday Help Sessions. Each course consists of 2 lessons, each of 2 hours' duration, with notes provided.



Course fee: \$15.00

Samsung Tablets

Android Tablets come in all shapes and sizes, with differing versions of *Android*, and different faces, so we confine these lessons to the *Samsung* brand. If you have a different brand you are welcome to seek help at the Friday Help Sessions.

We offer a 4 lesson course covering most of the available settings, learning about taking and manipulating photos, exploring the many modes available in the photos app, saving photos to your computer, downloading apps, word processing, setting up emails – and much more.

Bring your fully charged tablet with you and we will show you 'how to' on your own device.

Comprehensive notes are provided.

Course fee: \$30.00

Making the most of your iPad / iPhone:

This 4 lesson course (2 hours per lesson) aims to give you confidence to use your Apple device more in your everyday life. You will not only learn what the device can do but how to use the functionality in many helpful ways.

The course is interactive and comes with comprehensive lesson notes and exercises that you can continue to refer to long after the course has finished.

Similar topics are grouped over the 4 lessons. Here is what we cover: -

Lesson 1 - The physical device itself including all the buttons and the built-in functions of the operating system.

Lesson 2 - Web browsing, the camera, managing photos and sharing

Lesson 3 - Communicating including email, Social Media, Contacts and Organising your Life

Lesson 4 - Content including access to applications that suit your lifestyle and Maintenance of your device.

In all lessons, *tips and tricks* will be offered to make using your device easier.

Participants will need to have a device already and will need to bring it along when attending lessons.

Course Fee - \$30.00



Microsoft Windows and Apple Mac



Help!

HELP SESSIONS are held every Friday from 12.00 noon – 1.30pm.

Our technical team is available to assist members who have problems with their computer or mobile device. Members only, so remember to wear your name badge as proof of membership.

\$2.00 Gold Coin



Workshops ~

These are held at 2.30pm every Monday afternoon during Term time, excluding Public Holidays.

Workshop subjects are many and varied, but all relate to some aspect of the world of computers. Some examples of Workshops from 2016 are:

- Smart TV – what it is and how to use it.
- What to look for when buying a new computer
- How to use TradeMe
- Obtaining ebooks and magazines from the library
- Streaming Music – iTunes and Apple Music
- Using a Tablet overseas
- Google – more than just a search engine
- Organising files on your computer
- Password Management
- Virtual Reality using Google Cardboard
- Understanding your digital camera
- Downloading photos from camera/tablet/phone
- Picture Perfect – enhancing and editing photos
- Introduction to Genealogy
- Social Media – Facebook, Instagram etc.
- Using Skype, Facetime and Viba
- Introduction to Internet Radio
- Confidence with Online Banking
- Watching movies on your TV
- Creating Christmas and Gift Cards using Publisher

An e-letter listing workshops to be presented in the coming week is sent out to all members every Friday. These can also be found on our Website www.seniornetworkworth.org.nz

There is no need to book, just turn up – don't forget to wear your name badge as proof of membership!

Workshop fee - \$5.00

2018 Timetable							
Open Day	January	23	2.30pm		Term 3 Starts	June	11
YEAR BEGINS					Term 3 Ends	August	3
Term 1 Starts	February	5			CLOSED FOR MAINTENANCE WEEK		
AGM	February	16	2.00pm		Term 4 Starts	August	13
Term 1 Ends	March	29			Term 4 Ends	October	5
CLOSED FOR MAINTENANCE WEEK					CLOSED FOR MAINTENANCE WEEK		
Term 2 Starts	April	9			Term 5 Starts	October	15
Term 2 Ends	June	1			Term 5 Ends	December	7
CLOSED FOR MAINTENANCE WEEK					YEAR ENDS		



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