



Computer Courses 2019

SeniorNet Warkworth Learning Centre

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

(entrance via Mill Lane carpark)



Membership and Course Enquiries and Bookings

09 4259643

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

For information about us or any of our courses, visit our website

www.seniornetworkworth.org.nz



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Welcome ~

To this 2019 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 portable device or computer, 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 desktop or 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**

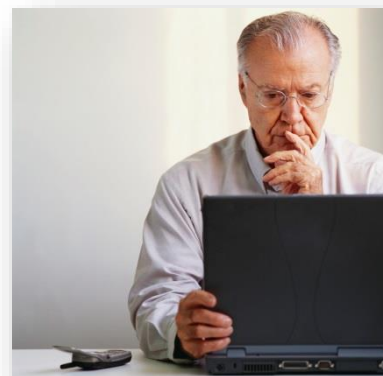


Windows PC Core courses ~

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.



Course fee - \$30.00

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.



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

Monday Workshops

Using Window 10 – Pt 1 & 2

Getting Started with Computers

Working with Pictures

Excel

LibreOffice Base

Essential Basic Computer Skills
MS Word or Libre Writer

Organising Your Computer

Intermediate Word Processing
Advanced Word Processing

***Having completed 'Essential Basic Computer Skills' you can choose one or all of these Special Interest Courses:**

*Genealogy

*Publisher

* Website Design

*Photoshop Image Editing

*Digital Scrapbooking

*Power Point

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



Course fee - \$30.00



Intermediate and Advanced Word Processing using Microsoft Word

A Step Further – these 4 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 4 weeks, one session per week, with each session lasting for 2 hours.

Course fees - \$30.00 for each 4 week course

Excel Spreadsheet

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



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 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

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

Special Interest courses ~

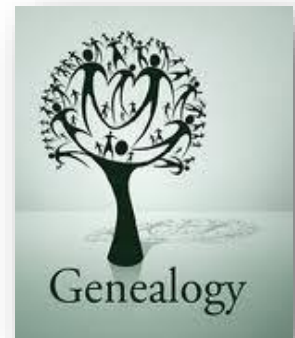
Genealogy

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.

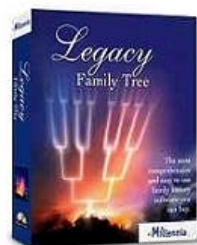
You will be shown how to use the Ancestry database, plus many free Genealogy websites.

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 9 Genealogy Software



Legacy 9.0
Family Tree

Setting a New Standard in 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 9's variety of charts to display your findings; within the charting section, there are 25 different charts, and 20 reports.

Legacy 9 is installed on the SeniorNet computers, or you may prefer to bring along your own laptop.

Course Fee - \$30.00

Contact Carolyn Williams for all Genealogy related courses

Email: carogene@gmail.com

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

Contact Brian Oakes for all Photoshop Elements courses
Phone: 09 422 2248 Email: sboakes31@gmail.com



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

Contact Brian Oakes

Phone: 09 422 2248

Email: sboakes31@gmail.com

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

Contact Marilyn Goodwin

Phone: 09 425 7589

Email: goodwin.villa@xtra.co.nz

Website Design - Make a Website



A 6 lesson course of about 2 hours each, we use one of the leading Web Site Content Management Systems – WordPress with a theme OceanWp and the page builder Elementor. A fully hosted, live student web site for you to work on is provided. There is plenty assisted hands on. Find out what the following do - browser, search engine, domain name, Uniform Resource Locator (url), hosting service, internet, the world wide web, ISP, DNS, WordPress, theme, page builder, the dashboard, plugins, widgets, pages, menus, landing page, customisation, images, galleries. Each step is demonstrated to you. Then you do it, full hands on. Concluding in a simple website you have made; with pages, menu, text, images, gallery and links.

For further information please contact Ian Taylor at

ianatsnet@gmail.com

6 sessions – \$60

Portable Devices ~

Samsung only:

Samsung Smartphones

Google's Android Operating System powers the majority of all tablets and phones.

We offer a 4-lesson course for 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. Lessons are interactive with small class numbers to ensure students get the best hands on tuition.

Our Android Smartphone course consists of 4 lessons, each of 2 hours' duration, with notes provided.

Course fee - \$30.00

Samsung Tablets

We offer a 4-lesson course designed to familiarise you with your device, covering many of the functions that come with your Tablet. Each lesson is of 2 hours' duration and you will learn how to use your Settings function to manage your device, take photos, download apps, send emails, add attachments, use some of the many free communication functions – the variety of available functions is extensive. Bring your fully charged tablet with you and we will show you 'how to' on your own device. Comprehensive notes are provided.

Android Tablets come in all shapes and sizes with differing versions of Android, and different functions so we confine these lessons to the Samsung brand.

Contact Judy Wane for all Samsung portable device courses.

Phone: 09 425 4327 Email: judithwane01@gmail.com

Course fee - \$30.00

Android Smart Phones and Tablets excluding Samsung

If your portable device has an Android Operating System, but is not produced by Samsung, we will offer one off 2 hour sessions, one on one, to help you understand and learn how to operate your device. To set up your session, either come in to the Help session on a Friday from 12.00 – 1.30pm or:

Contact Alan Spicer

Phone: 09 422 2685

Email: alan.spicer@xtra.co.nz



2 hour session fee - \$10.00

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.



In 2019, courses for iPad and iPhone will be run separately and there will be two courses offered for each. In addition, there will be a practical course offered during the year designed to help integrate your device into your lifestyle after you have learnt the basics.

Check the website and watch the weekly newsletters for course dates and booking opportunities.

Contact Mark Croft

Home 09 425 4919

Mobile 021 632 240

Email: mark.croft.ak@gmail.com

Course fee - \$30.00

One on One 2 hour sessions



For members who would like to upskill an aspect of computing, working online or using a specific Website, we offer a two hour session with one to one tuition. This may be learning how to mail merge letters for a group you are involved with, being reminded about how to use TradeMe, help with setting up a spreadsheet, or fine tuning your knowledge in relation to a Workshop you have attended.

To find out if a one off session would be right for you, or if you would benefit more from one of the many courses we offer, contact us at seniornetworkworthcc@gmail.com or call in to the Centre any Friday between 12.00 – 1.30pm.

Session fee - \$10.00

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.

Session Fee \$2.00



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 2018 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
- Creating Greeting Cards using Publisher
- 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
- Creating a Calendar
- Creating an Interactive Christmas letter

An e-letter listing workshops to be presented in the coming weeks 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

2019 <i>Timetable</i>								
<u>Open Day</u>	January	22	2.30pm		Term 3 Starts	June	10	
First Help! & Information Day		25	12.00 – 1.30pm		Term 3 Ends	August	2	
YEAR BEGINS					CLOSED FOR MAINTENANCE WEEK			
Term 1 Starts	February	4			Term 4 Starts	August	12	
AGM	February	14	10.30am		Term 4 Ends	October	4	
Term 1 Ends	March	29			CLOSED FOR MAINTENANCE WEEK			
CLOSED FOR MAINTENANCE WEEK					Term 5 Starts	October	14	
Term 2 Starts	April	8			Term 5 Ends	December	6	
Term 2 Ends	May	31			Final Help! & Information Day	December	6	12.00 – 1.30pm
CLOSED FOR MAINTENANCE WEEK					YEAR ENDS			
HELP! AND INFORMATION SESSIONS HELD EVERY FRIDAY FROM 12.00 – 1.30pm								