



~ Learning Opportunities ~ 2023

SeniorNet Warkworth Inc.

Warkworth RSA Building, cnr Neville St & Mill Lane, Warkworth
(entrance via Mill Lane carpark)



Enquiries and Bookings

Call in to the Centre any Friday between 12.00 noon and 1.30pm

seniornetwarkworthcc@gmail.com

09 4259643

Postal Address:
P O Box 659
Warkworth 0941

For further information about us visit our website
<https://seniornetwarkworth.org.nz>

Online Banking: SeniorNet Warkworth Inc. 12 3095 0160114 00
Please put your name and the word 'Subs' or 'Course' in the reference sections.



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Welcome

To this 2023 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 offered.

**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**

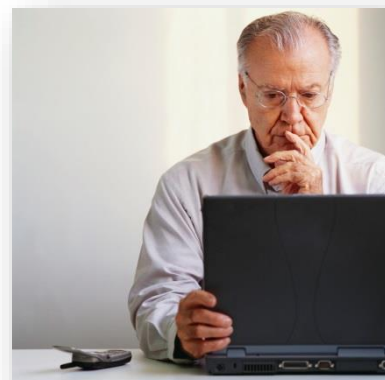


Mini Courses

One on one, 2hr sessions on a subject of your choice.

These may include:-

- Taking pictures with your Smartphone or Tablet
- How to use a non-Samsung Android phone
- Social Networking
- Buying & Selling Online
- Working with files
- Creating folders and storing in the Cloud
- Publishing a Newsletter
- Editing your pictures in Windows 10 Photo app
- Inserting Pictures into a document
- Support with using your Apple Mac computer
- How to find the historical records for your family
- Downloading Legacy Family Tree
- Technical information and support for your device



\$20.00 for 2 hour session

You are not limited to the subjects above!

Let us know what you want to do and we will make every effort to arrange a tutor and a time with you.

Mini courses have become very popular!

Examples of previous courses run are:

- Android phone basics
- Using Zoom
- How to use Dropbox
- Tidying up the computer
- Sorting photos
- Introduction to Facebook
- Publisher refresher
- Gmail
- Windows 11 miscellaneous
- Genealogy and Legacy support
- TradeMe & Warkworth Buy and Sell
- Slow Laptop Technical support
- Excel brush-up
- Inserting pictures into a document
- Photoshop upskilling
- Google photos update



Courses

Using Windows 10 or 11

An essential course if you wish to get the most from your Windows 10 or 11 computer.

Learn how to:

- Customise your Log In screen and the Desktop, including the Task Bar.
- Use the Start screen, Search function and Microsoft Store.
- Learn the individual elements of, and how to use File Explorer.
- Check out the Photos App including basic photo editing.



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

Course fee - \$60.00

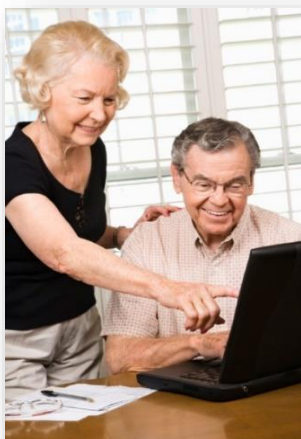
Getting Started with Computers

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 & 11 Operating Systems.



Course fee - \$60.00



Essential Basic Computer Skills with Microsoft Word, Word Online or Libre Writer

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

Covers use of the Clipboard, Formatting, Tabs and Indents and Navigating through a Document, Keyboard shortcuts, plus more.

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

Course fee - \$60.00

Organising Your Windows Computer

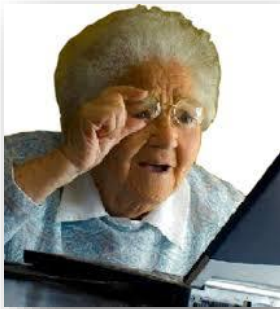
Recommended as a follow on to 'Essential Basic Computer Skills'

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 - \$60.00



Excel Spreadsheet

All the information you need to use Excel with confidence is in this 4 week Basic 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, plus more.

Course fee - \$60.00

Working with Pictures in Windows 10

All the skills you need to organise and sort your pictures:

- Sort your existing pictures into folders for easy access.
- 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 - \$60.00



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 - \$60.00

Contact Marilyn Goodwin

Phone: 09 425 7589

Email: goodwin.villa@xtra.co.nz

Power Point



Contact Brian Oakes

Phone: 021 1333803

Email: sboakes31@gmail.com

You will be shown 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 - \$60.00

Photoshop Image Editing



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.

When you have completed the *Basic* course, there is the opportunity to continue on with the *Advanced* course. Speak to your tutor about this.

Course fee - \$60.00

Contact Brian Oakes for all Photoshop Elements courses

Phone: 021 1333803

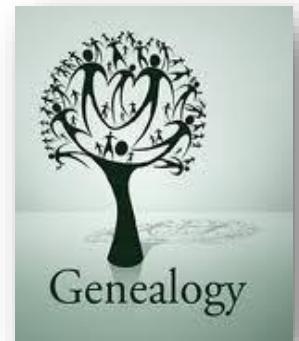
Email: sboakes31@gmail.com

All the topics on this page are available as individual, two hour sessions

Session fee - \$20.00

Genealogy

- Getting started with Genealogy
- Learn how to create your own family tree using the records of:
- Births, Deaths and Marriage, Census and Electoral Rolls
- Church Records
- Historic Newspapers
- Shipping Records and many more
- How to find records for your family at the many FREE genealogy websites
- Problem solving – we all come up against a brick wall with our research at some stage!



DNA Tests and Results

DNA testing at www.ancestry.com - how to analyse your results using the many FREE tools that Ancestry provide to help break through those brick walls

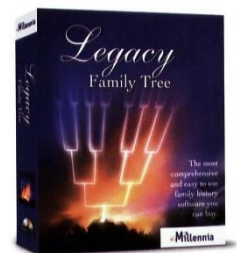
Legacy Family Tree

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

Introduction to the Legacy software programme for recording your genealogy information

Legacy is FREE to download and use for as long as you wish. It's a great way to record the information you find, and to create charts and reports to show you and your wider family just how you relate.

For a small one off fee, you may wish to add the optional deluxe features that will provide even more charting and report options.



Contact Carolyn Williams for all Genealogy related tuition

Email: carogene@gmail.com

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 - \$60.00

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 David Scott for all Samsung portable device courses.

Phone: 021 669 130 Email: david@birdwood.co.nz

Course fee - \$60.00

Android Smart Phones and Tablets excluding Samsung

If your portable device has an Android Operating System, but is not produced by Samsung, we 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 into the Information Desk on a Friday from 12.00 – 1.30pm or:

Contact Alan Spicer

Phone: 027 24190333

Email: alansspicer@gmail.com



2-hour session fee - \$20.00

Making the most of your iPad / iPhone

Apple and You – courses for iPhone and iPad

Essential Courses (iPhone and iPad as separate courses)

This is a 2 week beginner's course focused on the absolute basics. This course offers a very hands-on approach to learning everything fundamental about your device that will enable you to gain confidence using its everyday features and functions and on which you can build on when using apps. From the buttons to swiping this way and that, a Essentials course will get you started and allow you to progress to the advanced 'EXTRA course.

You'll learn:-

Correctly turning your device on and off; the functions of the sleep/wake button, the home button, the volume controls; Swiping functions; Notifications; Sounds; Personalising your device; Connecting to Wi-Fi and Bluetooth; Keyboard options; Printing; Battery management; iCloud; Storage options for big files like photos; Security and much more.

EXTRA Courses (iPhone and iPad as separate courses)

A natural extension to the Essentials course and building on the skills you learnt, EXTRA is a 2 week course that demonstrates all the useful apps that come built into the operating system and opens up all of the possibilities of your device to make it an essential part of your daily life.

You'll learn:-

Communications including Email & Facetime; Web browsing using Safari; Using the Camera to take great photos and movies; Calendar and Reminders; Siri; Sharing what you have with others; The App Store; Entertainment options and more.

Qualifying devices

These courses are open to anyone with the following compatible devices:-

iPhone 6s and newer (note not the iPhone 6)

iPad Air 2 or newer; iPad 5th Generation or newer; iPad Mini 4 or newer; iPad Pro (all models)

To find out if your device qualifies, go to **Settings/General/About**. The **Model Name** will show in the first block. If the Model Name does not show in this block, your device would be too old to qualify for these courses.

For those with older devices requiring support, please consider joining the Apple Special Interest Group below or attending the Friday Help session between 12 noon and 1:30pm.

Contact Chris Jensen

Phone: 021 621926

Email: christinajensen424@gmail.com

Each 2 week Course fee - \$40.00



Making the Most of Your Mac Computer

These courses will be based around the native apps that come with your Mac (laptop or desktop) and are designed to provide additional skills to make computing enjoyable as well as useful in undertaking essential digital tasks.

Courses will be developed based around the interests of those wishing to participate; however, some possibilities could be:

- Using Photos to make a Slide Show or to add photos to a document. A Slide Show of your home for insurance purposes?
- How to use Pages for your stories/poems and then converting them for your friends who use Windows/ Word. Or using Word for Mac.
- Using Mail and Safari for all those daily tasks. Communicating and searching.
- The “Apple world” – how your Computer, iPad, and iPhone all link together.

Please let us know what you would like, and we will endeavour to provide tutoring to suit your requests.



the mac centre of warkworth

iChat = AIM = stevensonnz

Skype=memac@xtra.co.nz

Phone=09 4257409

Mobile=027 2727938

Course fees - \$20.00 for 2-hour session

\$60.00 for 4 sessions

Website Design



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 – \$90

Help!



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

Our technical and tutoring team are 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 \$5.00

Presentations

These are held at 1.30pm some Monday afternoons.

Presentation subjects are many and varied, but all relate to some aspect of the world of computers. Some examples of Presentations from the past 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 and Video
- Using a Tablet when travelling
- Google – more than just a search engine
- Organising files on your computer
- Password Management
- Understanding your digital camera
- Downloading photos from camera/tablet/phone
- Picture Perfect – enhancing and editing photos
- Introduction to Genealogy
- Social Media – Facebook, Instagram etc.
- Introduction to Internet Radio
- Confidence with Online Banking
- Creating a Calendar
- Creating an Interactive Christmas letter

An e-letter which includes any presentation for the coming week is sent out to all members every Friday.

These can also be found on our Website <https://seniornetworkworth.org.nz>

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

Session fee - \$5.00

If you want to learn about any of the above, you do not need to wait until a presentation is held.

To book a 1 or 2 hr one-to-one on any of the above, email seniornetworkworthcc@gmail.com and a tutor will be in touch with you.

2-hour Session fee - \$20.00

1-hour Session fee - \$10.00

<i>2023 Timetable</i>							
First Help! & Information Day	January	20	12.00 – 1.30pm		Members meeting	May	29 1.30pm
Open Day	January	25	1.30pm		Open Day	July	26 1.30pm
Start of SN year	February	7	9.00am		Members meeting	July	31 1.30pm
AGM	February	15	1.00pm		Members meeting	September	25 1.30pm
Members meeting	March	27	1.30pm		Members meeting	November	27 1.30pm
Open Day	April	19	1.30pm		Final Day inc. Help! & Information Day	December	8 12.00 – 1.30pm
HELP! AND INFORMATION SESSIONS HELD EVERY FRIDAY FROM 12.00 – 1.30pm							