

# Crows Nest Centre Computer Club – Summary of 2017 Courses

## Updating PC Skills

For absolute beginners. No experience needed! Turn on the computer on and get to understand what you're looking at on the computer screen. Have fun using the mouse in the Paint program and learn about basic word processing in WordPad. Start your computer learning journey in a relaxed and friendly way.

## Introduction to Windows 10 – Module IW10

Learn about Windows 10, and personalise your computer. This course is suitable for people who are thinking or have upgraded or perhaps have bought a new computer. You should have basic computer skills.

## Introduction to Windows 8/8.1 – Module IW8

Will be taught on request

## Introduction to Windows 7 – Module IW7

Will be taught on request

## Email – Module EML

You discover how to send messages around the world to your friends using an email service using programs such as: Windows Mail and web mail. You also learn how to create an Address Book, to send attachments and to create an interesting personal signature for your emails.

## The Internet – Module INT

Following a general introduction to the Internet, learn the fundamentals of how to access and search the World Wide Web using Internet Explorer 10 & 11. Have a look at Facebook, Internet Banking and find out about Internet security.

## Typing – Module TYP

Want to use all 10 fingers? You are never old to learn some typing skills that can make it easier to answer your emails or create documents. This course uses the popular program, *Typequick*, which you can also use at home.

## Microsoft Word – Module IWD

**Latest versions: 2007, 2010 & 2013 - Introduction to Advanced**  
Once you can use Windows to run a program and open and save a data file, you can learn how to create documents, delete, insert & replace text, change the position of text by cutting and pasting, use headers and footers, use margins and tabs, change the size and character of the typeface, and check spelling.

### ... more advanced:

Learn more advanced editing techniques in manipulating text, using margins & tabs, use built in styles, set up tables, include and edit pictures in your documents. Create your own styles and more advanced formats for documents/letters and tables, set up tables, include & edit pictures in your documents, create links from your document to other documents or items, create form letters.

## Microsoft Excel – Module EXL

**Latest Versions 2010 & 2013 - Introduction to Advanced**  
Excel is an excellent application for day-to-day tasks such as, budgeting -learn how to create a basic spreadsheet, to keep track of your share trading and calculate brokerage fees or calculate your paint or wallpaper requirements

### ... more advanced:

Increase your Excel skills as you learn about headers/footers, portrait and landscape layouts, sorting your data, merging and formatting cells on your worksheet. Learn about charting, formulas and functions. You will learn more about formulas, relative and absolute addresses, sort, filter, subtotal, group, ungroup and conditional formatting to make your work easier.

## Computer Security – Module CSC

Even if you think what you keep on the computer is not important, viruses, adware, spyware and other nasties can slow it down plus affect other computers. This module will introduce you into the following security software; Antivirus, Firewall Adware and Spyware. Learn how to install and operate free software.

## Purchasing & Maintaining My Computer – Module PMC

Questions to ask; what are my needs, laptop or desktop computer, what kind of printer or scanner, Internet connection, what software, how do I connect them all? How do I keep my computer working; updates, System Restore, what do I do if it all crashes?

## Questions & Answers – Module QAN

If you are a more experienced user, or have attended some of our classes and are using your computer, you may well have some questions. This is intended as a "refresher" where you ask the questions and we help you find the answers regarding: Windows XP, 7 & 8, Internet, email, Wi-Fi, your ISP and many more.

## Digital Photography I – Module DP1

An introduction to the manipulation of digital photographs. Learn how to transfer photographs from a digital camera to a computer, edit, highlight and crop, produce collages using Picasa3, basic printing, email photographs, and transferring photographs to a CD for printing, backing up or slide show presentation.

## Digital Photography II – Module DP2

Learn how to download and install free imaging software, clean up and restore old photos, remove unwanted features from photos, change a dull sky to a bright sky, put yourself in the picture make a good photograph from two or more poor ones and generally have fun with your new skills.

## Social Networking – Module NWK

This is an introduction to popular ways of keeping in contact with friends by video link, internet phone, chatting and the sharing of photos and news using: Skype, Google, Facebook & Twitter.

## Power Point – Module PPP

This course requires good computer skills. Learn how to create and customise slide shows using many of the features in this powerful presentation program. Dazzle family and friends as you create and email great shows using your own images and record your own narration. Use the AutoContent Wizard to help create an interesting slide show or presentation.

## Apple & Macintosh

### The Apple iPad – Module iPad

This is an introduction to Apple's tablet computer, the iPad, both formally and as a Q & A. We cover: how to set up Wi-Fi, use email & Internet, the calendar, Facetime, installing apps and many more features of this versatile computer.

### The Macintosh Computer – Module MACI

The course aimed at people who are new to the Mac or possibly thinking of moving to a Mac (iMac, MacBook Pro, MacBook Air etc.). Though the course has been based on OS X (10.8) Mountain Lion, it is basically applicable to earlier versions and the latest version.

### iPhoto – for either Mac or iPad

Make use of Apple's powerful photo editing software, organise your photographs & make slide shows. Share photos using email, Facebook, Twitter and more.

### iMovie – for Mac

Browse your clips more easily, instantly share your favourite moments, and create beautiful HD movies and Hollywood-style trailers.