

U3A Nunawading - COMPUTER COURSE DESCRIPTIONS

Term 3 – 2010 - Term Dates: 12th July to 17th September

General Information - To attend any Computer course you must be a member of U3A Nunawading. Computer classes held in the Computer Centre, Whitehorse Resource Centre, Level 3 Forest Hill Chase Shopping Centre.

Equipment - A Multipurpose projector facilitates class demonstrations and a Pentium computer, running Windows XP and MS Office 2003, Internet Explorer and Outlook Express is provided for each student. Please note that we do not teach using MS Office 2007 or Macintosh courses.

Notes are supplied for most courses. You may be required to supply your own memory stick.

There is a facility usage charge of \$20 for each computer course except where indicated. This fee is to be paid to the Silver Grove Office prior to commencement of your class.

COURSE TUTOR & START DATE	DESCRIPTION	DURATION, DAY & TIME
INTRODUCTION TO COMPUTERS Tutor: Joe Currey Starts – 10 th August	An elementary course for novice users. Gain the confidence to use a computer. Covers from turning on the computer to basic hardware and essential software.	6 Weeks Tues 1.30 – 3.30
WORD 2003 BEGINNERS Tutor: Helen Nemeth Starts - 20 th July	Introduction to Word Processing covering keyboard functions, use of tool bars, how to manage & save files & folders. Learn how to create a simple document, insert, delete & format text, bullet numbering etc. Prerequisite: Must have completed the Introduction to Computers course, or have ability to use keyboard & mouse. Bring your own memory stick.	8 Weeks Tues 9.30 – 11.30
WORD 2003 INTERMEDIATE Tutor: Helen Scallion Starts – 21 st July	This course includes paragraph formatting, borders & shading, tabs & tables. Create styles & auto texts; insert simple graphics plus other miscellaneous functions. Prerequisite: Must have completed the Word 2003 Beginners course, be able to perform fundamental word processing functions, including managing files & folders. Bring your own memory stick.	8 Weeks Wed 10.00 – 12.00
FILE MANAGEMENT Tutor: Dierdre Dyer Starts – 23 rd July	Covers how to effectively create and manage folders and files using various tools/techniques within My Documents/Windows Explorer. Prerequisite: Must completed Introduction to Computers course or have basic computer training and able to use keyboard and mouse. Bring own memory stick (1GB minimum).	4 Weeks Fri 9.30 – 11.30
WINDOWS XP Tutor: Graeme Hilson Starts – 19 th August	Introduction to Windows XP operating system. Tune your computer, customise mouse, desktop, screen, manage files, folders, de-fragging, etc. Back-up & restore files for security purposes. Prerequisite: Completion of Intro to Computers & Word Beginners courses & be able to navigate with the mouse. B.Y.O. memory stick.	4 Weeks Thur 1.00 – 3.00
EXCEL ADVANCED Tutor: Graeme Hilson Starts - 19 th July	Advanced functions of spread sheets. A logical follow on to the Excel Beginners course. Prerequisite: Must have completed File Management and Excel for Beginners courses. Bring your own memory stick.	7 weeks Mon 10.00 – 12.00
POWER POINT BEGINNERS Tutor : Graeme Earles Starts - 21 st July	Use MS PowerPoint to create full screen presentations. Basics are covered of how to format a simple PowerPoint using text, Clipart, pictures and background fill also basic animation/transitions. Prerequisite : Must have completed File Management, XP & Word Intermediate courses & have good keyboard skills. BYO Memory stick.	8 weeks Wed 2.00 – 4.00

<p>INTRODUCTION TO INTERNET & EMAIL</p> <p>Tutor: Terry Pearlgood</p> <p>Starts - 16th Aug</p>	<p>An introduction to the World Wide Web and Email through your computer and its modem. This course is designed for people with little or no knowledge of the Internet.</p> <p>Prerequisite: Must have completed Introduction to Computers course. Have ability to efficiently use a keyboard and mouse. Must have Internet connected at home & have your own email address.</p>	<p>3 Weeks</p> <p>Mon 1.00 – 3.00</p>
<p>INTERNET INTERMEDIATE</p> <p>Tutor: Graeme Hilson</p> <p>Starts - 22nd July</p>	<p>This follow on to Introduction to Internet & email class will include Navigating a wider range of web sites. Internet security systems. Google Maps, Images. Blogs, Wikipedia, Email, Groups, Folders, Attachments and photos. Setting up a gmail account etc.</p> <p>Prerequisite: Must definitely have completed Intro. To Computers & Introduction to Internet & Email class and be competent & experienced in using the Internet & Email.</p>	<p>4 Weeks</p> <p>Thur 1.00 – 3.00</p>
<p>INTRODUCTION TO DIGITAL CAMERAS</p> <p>Tutor : Tom Wong</p> <p>Starts - 19th July</p>	<p>For those who have recently purchased a digital camera & wish to learn how to use the basic features. Practice using your camera & hands-on advice. Will not focus on the finer technical features. Having basic computer skills will help you understand some of the technical jargon. There will be features on your camera that this course will not cover fully in-depth & this will be pointed out during the course. Does not cover connecting camera to a computer. Please fully charge your camera battery before attending class.</p> <p>Prerequisite: Bring camera, instruction booklet & accessories</p>	<p>4 weeks</p> <p>Mon 1.00 – 3.00</p>
<p>GENEALOGY USING THE INTERNET</p> <p>Tutors : Noelene McCulloch and Robert Innes</p> <p>Starts – 23rd July</p>	<p>Utilise the internet to find & explore sites containing a wealth of information which could help branch out your family tree. Class focuses on Australia and the UK and is not suitable for those researching elsewhere or for beginners.</p> <p>Prerequisite: Must have completed Introduction to Computers class and Introduction To Internet & Email course. Must have ability to efficiently use a keyboard & mouse. Must be competent users of the Internet, and have completed your Australian research back to Great Grandparents. Bring your own memory stick.</p>	<p>8 Weeks</p> <p>Fri 1.00 – 3.00</p>
<p>USING eBay</p> <p>Tutor: Ken Pakes</p> <p>Starts – 20th July</p>	<p>A beginner's class where you will be shown the basics of using eBay to buy and sell. A hands-on class during which you will learn how to register, then list and sell or bid on items you wish to purchase. Security, contacting the seller and avoiding mistakes will also be covered.</p> <p>Prerequisite: Ability to efficiently use a keyboard & mouse & be very competent with using the Internet & email at home.</p>	<p>3 Weeks</p> <p>Tues 1.00 – 3.00</p>
<p>LEARN TO TEXT ON YOUR MOBILE PHONE</p> <p>Tutor : Tom Wong</p> <p>14th July</p>	<p>A demonstration class. Identify the text (SMS) functions on your mobile phone, how to access, read, create & send an SMS message. Bring any visual aid needed to read your mobile keyboard. Knowledge of using a computer will help. Bring your mobile phone manual booklet. Ensure battery is fully charged.</p> <p>No Charge</p>	<p>1 Session</p> <p>Wed 1.00 – 3.00</p>
<p>USING PICASA – A PHOTO EDITING DEMONSTRATION CLASS</p> <p>Tutor : Terry Pearlgood</p> <p>15 July</p>	<p>Picasa is free photo editing software from Google. Improve most pictures. Organise & edit digital photos, including color enhancement, red eye reduction & cropping. Images can also be prepared for external use, such as for e-mailing or printing, by reducing file size & setting up page layouts. Compile beautiful web albums to show your photos at their best. View full-screen slideshows, enjoy video playback, and more. This is a two hour demonstration session, not a hands-on class.</p> <p>No Charge.</p>	<p>1 Session</p> <p>Thur 1.00 – 3.00</p>
<p>COMPUTER Q&A</p> <p>Tutors : Graeme Hilson</p>	<p>Have you forgotten something? Do you need a reminder? Do you need help? Have your computer questions answered.</p> <p>No Charge</p>	<p>First & third Thursday of each month</p> <p>3.00 – 4.00</p>