

**Term 3 2021 Computer Program**  
**Term 3 starts on Monday 12 July and ends on Friday 17 September**

**EMAIL, INTERNET, FILES & FOLDERS, COPYING PHOTOS & CREATING A SLIDE SHOW CLASS**

This 6/8 lesson class will be held on Fridays from 8.45 - 10.15.

The class will:

- ❖ use email, attach a document or photo to an email and make folders to save important emails
- ❖ use Google to explore the internet including bookmarking favourite websites
- ❖ explore the computer's filing system, and create folders to sort files
- ❖ copy photos from a camera and/or phone to a USB stick/computer and sort them into folders
- ❖ create a simple slide show from photos and add backgrounds and music

Cost is \$18 for the course.

Contact Sandra on 0492 830 317 or 4152 7460 for more information.

**EBAY, GUMTREE & PAYPAL CLASS**

This 3-4 lesson class will be held on Wednesdays from 8.45 to 10.00.

The class will:

- ❖ explore Ebay, Gumtree and Paypal
- ❖ create an account in order to buy and sell
- ❖ learn how to make a purchase or place an ad
- ❖ set up a Paypal account to pay by, or other methods of payment

Cost is \$12 for the course.

Contact Sandra on 0492 830 317 or 4152 7460 for more information.

**MUSIC FROM CD'S TO COMPUTER OR USB STICK CLASS**

This class will be held on Fridays from 10.15 to 11.15.

The class will learn how to copy music from CDs to your computer or a USB stick to play in the car, as well as any other queries you might have.

Cost is \$8 for the course

Contact Sandra on 0492 830 317 or 4152 7460 for more information.

## **Computers for the Terrified**

This is a 10 week course starting on Monday 12 July and running till Monday 13 September. Cost \$20 plus \$5 for notes provided in a folder (if required) or notes on your USB stick for free. Topics covered will depend on the standard of the students in the group.

Topics could cover:-

- Use of the mouse and keyboard,
- How to use WordPad that comes free on your computer,
- The differences with Windows 10,
- Setting up an email account, adding photos or documents as attachments and setting up groups for bulk emails
- Searching on the internet, discussion on internet banking and security on the internet
- Files and folders

You will need a USB stick to learn how to use them. Up to 8 GB will do – Cost about \$5. You may use your own laptop. Please have a mouse if you are not used to using the touch pad.

Where:- U3A Room A

Time:- 1.00- 2.00pm.

Ring Bev on 4155 6274 to book your place or for more information.

## **Files and Folders**

Tidy up your computer and be able to find things easily with this course.

Be able to save to an external source eg. USB stick or external hard drive.

When:- Monday starting 26 July for 3-4 weeks from 2.20 to 3.30 pm.

Cost:- \$12 with a small charge for notes if required.

Where:- U3A building, Room A

Bring your laptop along if you have one.

Ring Bev on 4155 6274 to book your place or for more information.

## **TABLET/ MOBILE PHONE CLASSES – CONFIRMATION NOT RECEIVED YET**

These classes are being held in Term 3 at the rooms at Woongarra St.

When:- Thursday 22 July – 9 September from 1.30 – 2.15 pm

Ring Sandra on 4152 7460 to book your place. It is not expected that you will attend for the whole 8 weeks. Please have a list of questions to ask about on your allocated day/ days.

U3A Bundaberg is grateful to the office of the Hon. Keith Pitt MP Member for Hinkler for photocopying this document.