

Term 2 2021 Computer Program

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

This 6/8 lesson class will be held on Wednesdays/Fridays from 8.45 - 10.00.

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 Fridays/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 Wednesdays from 10.15 to 11.15 on 21st and 28th April.

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. This may or may not involve downloading a free program onto your computer.

Cost is \$6 for the course

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

CUTTING, COPYING AND PASTING CLASS

This class will be held on Wednesdays from 10.15 to 11.15 from 5th May.

The class will learn how to cut, copy and paste text or photos on the computer to organise your files.

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 19 April and running till Monday 21 June.

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,
- Searching on the internet 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.

Zoom

This is a 3 week course starting on 26th April

Monday 26 April to 10 May from 2.30 – 3.30pm at U3A Room A

Topics will include how to participate in a Zoom meeting, how to set up your own meeting and invite people to the meeting. The meeting can be large or simply to a family member in another town.

Ring Bev on 41556274 to book your place or for more information. Cost \$6

Microsoft Excel

This is a 5 week course starting on 17 May till 14 June at the computer room at Woongarra St campus from 2.30 to 3.30 pm.

This will be an introductory course covering revising files and folders, learning the unique features of the programme, doing simple mathematics with formula, creating different types of graphs, exploring the tabs and exploring the templates contained in the programme.

Notes will be available in a folder for \$5.00 or can be downloaded onto your USB stick for free. You will need to bring a USB stick to the lesson.

Ring Bev on 41556274 to register for the course or ask any questions.

U3A Online Courses Train Your Brain, Australian Flora, and Botany – The study of plants for enjoyment

These three courses can be done at your leisure at home for no cost. Contact Bev on 4155 6274 to obtain the user name, password and details of how to get into the courses.

TABLET/ MOBILE PHONE CLASSES

These classes are being held in Term 2 at the rooms at Woongarra St.

When :- Thursday 29th April – 17th June 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 you allocated day/ days.

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