COMPUTER COURSE DESCRIPTIONS
TERM 1 2019
4 FEBRUARY to 5 APRIL (9 weeks)

CLASS LOCATION

- Computer courses are held in the Computer Centre, Whitehorse Resource Centre, Level 1, 79 Mahoneys Road, Forest Hill.

- Use the lift or take the stairs to Level 1.

  - enter via the glass door on right
  - sign the log book on the pedestal when you enter and exit (OH&S requirement)
  - enter the Computer Room through the first door on left.

COMPUTER EQUIPMENT

- We provide PC desktop computers (not Apple Mac).   The desktop operating system is MS Windows 10, running MS Office 2013, Microsoft Edge (Windows 10 version of Internet Explorer) plus Outlook 2013 for email. To gain the most out of our computer classes it would be beneficial to have these applications installed on your own computer.

- Please do not bring your personal laptop to class unless specifically asked to do so

- However, you will need to bring your Apple iPad or iPhone to the relevant class. Please ensure that they are fully charged and you have your Apple ID and password.

PREREQUISITES

- Prerequisites are set so that your computer class participation is enjoyable and informative. Please read them carefully and ensure that you meet the prerequisites for your choice of class.

- If specified in the prerequisites for the class, please ensure that you have created a gmail account.

- Please remember to bring your account passwords if specified.

19COM000   SHARE TRADING USING YOUR COMPUTER
Wednesday 10.00 to 12.00   **6 February to 20 November (full year)**   **Eric Kratzer**

This is a hands on for beginner's class.   Learn to research, find important Company data, interpret charts and the difference between fundamental and technical interpretations.   Use a charting programme to monitor your share trading. Does not include financial advice or recommendations for investing your savings.   This course will be for the whole year (4 terms).

PREREQUISITES: Ability to efficiently use keyboard and mouse together with experience in using the Internet.

19COM001   MANAGING YOUR PHOTOS WITH GOOGLE PHOTOS
Monday 10.00 to 12.00   **4 February to 18 February (3 weeks)**   **Michele Berner**

Learn how to use Google Photos to back-up, edit, share, sync, sort and organise your photos from computers, smartphones and tablets. Learn how to edit and enhance your photos using free apps from both the Apple Store and Google Play Store.

PREREQUISITES: You may use the desktop PCs at the Computer Centre, or bring your fully charged smartphone, tablet or iPad depending on how you capture your photos. If yours is an Apple device it should be running the latest operating system (iOS 12).

19COM003   PHOTO EDITING
Tuesday 11.00 to 12.45   **5 February to 5 March (5 weeks)**   **Archie Kaan**

Come and learn how to enhance, brighten and bring out the best in your photographs with freely available software. Class members are encouraged to bring their photos on a USB memory stick and learn the art of photo editing.

PREREQUISITES: Should be experienced in using a computer with good keyboard and mouse skills. BYO (USB) memory stick.

19COM005 VIDEO EDITING
Friday 10.00 to 12.00   **8 February to 5 April (9 weeks)**   **Norman Lingwood**

This is a practical oriented course that introduces you to video editing.   The course will guide you through the standard features and tools of a video editing software.   It will also look at the 'grammar' and techniques of film editing.   We will use VideoPad for the course.

PREREQUISITES: You will do a lot of editing.   You can bring your own, fully charged laptop and editing software.

19COM007   KEEPING UP TO DATE WITH YOUR COMPUTER
Monday 1.00 to 3.00   **4 February to 4 March (5 weeks)**   **Wayne Henry**

Based on Windows 10 and Microsoft Word this course will keep you up-to-date with your PC and its associated Applications. We will look at what goes on inside the computer and how it manipulates and stores information. We will demystify some of the jargon, explain unfamiliar terms and explore the difference between "Drives", "Directories", "Folders", "Applications" and "Files". We will use the power of MS Word to create interesting documents through the use of templates, the addition of graphics (e.g., photographs) and the powerful but easy-to-use formatting and editing tools of Word. We will access and incorporate information from a variety of resources including the Internet and, finally, save our work to an appropriate location or share it with others.

PREREQUISITES: Should have experience in using your computer and be familiar with your keyboard and mouse. BYO (USB) memory stick.

19COM009   EXCEL

Thursday 1.00 to 3.00   **7 February to 21 March (7 weeks)**   **Helen Smith**

Do you want a tool that can help you prepare household budgets, keep track of your investments, keep records of your music collection or similar tasks? An Excel spreadsheet is useful for tasks that need tables of data. This course will show you how to plan and build a spreadsheet and use simple formatting and formulas to manage your information.   We will work through examples of popular tasks and attempt to build spreadsheets that answer your specific needs.

PREREQUISITES: Should have experience in using your computer and be familiar with your keyboard and mouse. BYO (USB) memory stick

19COM011   YOUR iPAD AS A USEFUL TRAVELLING COMPANION

Monday 1.00 to 3.00   **18 March to 1 April (3 weeks)**   **Wayne Henry**

This course will outline a number of tips and tricks to make the most of your iPad when travelling overseas. Use it to find and book accommodation and make travel arrangements on the go. Check the weather, keep track of your expenditure, and use it as a map or as a language translator. Keep in touch with family and friends back home. This course will also cover security and tips on how to keep your information safe in a potentially hostile environment.

PREREQUISITES: The course is based on using an iPad, however, most of the information is potentially relevant for other brands of tablets (such as Samsung, HTC, Bauhn etc). Participants must have a fully charged device, must be familiar with how it works and be competent in navigating around it and downloading and using Apps.

19COM013   IPAD REFRESH AND UPDATE (A)

Monday 10.00 to 12.00   **25 February to 25 March (4 weeks)**   **Michele Berner**
                                                 (not Monday 11 March Labour Day)

This course is aimed at those who use or have used an iPad but wish to refresh their skills and find out how the iPad software has become more useful over the last couple of years.   The course will revise basic operations such as web searching, emails, security, privacy, photo management and the iPad's settings.   The course will include Tips and Tricks to make using an iPad easier and students will be able to nominate topics they would like to explore.

PREREQUISITES: This is not a course for absolute beginners; students must have used their iPad before and understand the basics.   The course will be taught using the latest version of Apple's software iOS12. Please update your software to iOS12 BEFORE attending (it can be iOS12.xx as long as the first number is 12). Some older iPads will not accommodate the newer software. If your iPad is one of these, you may enrol, but you will not gain as much from the course. Two courses are being led by two experienced tutors, one on Monday mornings, the other on Wednesday afternoons. Students may enrol in one but not both of these.   *This is the Monday course.*

19COM015   iPAD REFRESH and UPDATE (B)

Wednesday 1.00 to 3.00   **20 February to 13 March (4 weeks)**   **Tony Widdows**

This course is aimed at those who use or have used an iPad but wish to refresh their skills and find out how the iPad software has become more useful over the last couple of years.   The course will revise basic operations such as web searching, emails, security, privacy, photo management and the iPad's settings.   The course will include Tips and Tricks to make using an iPad easier and students will be able to nominate topics they would like to explore.

PREREQUISITES: This is not a course for absolute beginners; students must have used their iPad before and understand the basics.   The course will be taught using the latest version of Apple's software iOS12. Please update your software to iOS12 BEFORE attending (it can be iOS12.xx as long as the first number is 12). Some older iPads will not accommodate the newer software. If your iPad is one of these, you may enrol, but you will not gain as much from the course. Two courses are being led by two experienced tutors, one on Monday mornings, the other on Wednesday afternoons. Students may enrol in one but not both of these.   *This is the Wednesday course.*

18COM017   EXPLORING GOOGLE

Wednesday 1.00 to 3.00   **20 March to 3 April (3 weeks)**   **Tony Widdows**

"Google" is not just a search engine.   Other free services include calendars, Gmail, photos, translation, YouTube, maps, a browser, word processing and spread sheeting, blogging and many others. This three-week course will show you how the Google search engine can be used more effectively and then how to access these other services. At the same time you will be made aware of the security and privacy issues associated with Google.   A benefit of these free products is that they will work on <u>all</u> your devices: Android, Apple and Windows.   Once set up on one, they work on all.

PREREQUISITES: This course is not for beginners on any device.   We will use the classroom PCs therefore students must be familiar with using a mouse and keyboard. Students may also bring their (fully charged) smartphones or tablets but must know how to use them. If you already have a Google account (e.g., for Gmail, Google Photos or YouTube), please bring these login details with you as well as your Google password. This course will not teach details about Google Photos. For techniques using this product, members should enrol in "19COM001 Managing your Photos with Google Photos".

19COM019   GENEALOGY FOR BEGINNERS

Friday 1.00 to 3.00   **15 February to 22 March (6 weeks)**   **Jan Ralton and Graeme Davis**

Ever wondered about your ancestors but didn't know where to start? This is a "hands-on" class using a computer for research by utilising the internet to find and explore sites containing information which could branch out your family tree. Help is given with breaking down your brick walls and in using ancestry.com.au. This is a BEGINNERS class. We will focus on research in Australia, the UK and Ireland.

PREREQUISITES: Experience in using the internet, keyboard and mouse. BYO memory stick (USB)

19COM021   ON LINE SECURITY

Tuesday 1.00 to 3.00   **5 February**   **Helen Smith**

The internet is a great source of information as well as convenient way of shopping and banking.   But how do you protect yourself against online risks such as phishing scams and malware? How do you connect safely online while you are away from home? What precautions should you take to ensure your privacy and safety on all your devices? This course will help you understand how to interact safely online and raise your awareness of the latest safety issues.

PREREQUISITES: Suitable for everyone who connects online by computer, smartphone and/or tablet.

19COM023   BACK-UP YOUR COMPUTER

Tuesday 1.00 to 3.00   **12 February**   **Helen Smith**

Backups are essential for recovering from hardware disasters and hacking attacks. But it's easy to put off those essential backup tasks until its too late! This session will step you through the types of backups you need, show you how you can take backups using the inbuilt Windows tools and illustrate alternative free tools. We will explore ways of scheduling backups to simplify the task.

PREREQUISITES: Suitable for everyone who uses a Windows computer

19COM025   CREATE SAFE AND MEMORABLE PASSWORDS

Tuesday 1.00 to 3.00   **19 February**   **Helen Smith**

Every website you sign up to requires a password, whether you connect using your phone, tablet or computer. You know that you should use a different password for each but the rules for good passwords keep on changing. It's so hard to think of good passwords and even harder to remember them! This session will help you appreciate the risks involved with poor passwords and give you some strategies for creating safe and memorable ones without too much effort.

PREREQUISITES: Suitable for everyone who connects online by computer, smartphone and/or tablet

19COM027   THE LASTPASS PASSWORD MANAGER
Tuesday 1.00 to 3.00   **26 February**   **Tony Widdows**

We know how difficult it is to remember all passwords. AND, we know that we should always choose different passwords for each service. A password manager can solve these problems, so all you will have to remember is a one master password. This session will demonstrate the free LastPass password manager. You will learn to set up your own LastPass account on the classroom PCs during the session. Once set up, you can use the same account on your mobile phone, tablet/iPad and computer at home.

Most devices can use LastPass, including both Apple and Android phones, tablets and all PCs. Those with iPhones or iPads will especially benefit from recent iOS upgrades that make LastPass a breeze to use on these devices. This session has been updated since 2018 to reflect these changes.

PREREQUISITES: Should be able to use a mouse and keyboard. This is a follow-up session to '19COM025 Create Safe and Memorable Passwords'. Members will gain most benefit from the LastPass course if they have already attended this course which discusses passwords themselves in more detail.   You will not need to bring phones or tablets as we will be using the classroom PCs.

19COM029   SAFE SETTINGS
Tuesday 1.00 to 3.00   **5 March**   **Helen Smith**

Your home wifi and your internet browser (Edge, Chrome, etc.) have a number of settings that you can – and should – change to improve your online safety.   This session will show you how to find these settings and explain the best settings to use.   You will then be armed to change the settings on your own devices at home.

PREREQUISITES: Suitable for everyone who has a home wifi and who connects online by computer, smartphone and/or tablet.

19COM031   FACEBOOK SECURITY
Tuesday 1.00 to 3.00   **12 March**   **Helen Smith**

Do you want to join your friends on social media such as Facebook, Instagram, Pinterest etc., but you are worried about privacy and security issues? This session will explain the potential risks and show you how you can enjoy social media in reasonable safety with the appropriate settings and careful use of these sites.

PREREQUISITES: Suitable for everyone who wants to connect to social media such as Facebook whether on a smartphone, tablet or computer.

QUESTIONS AND ANSWERS

19COM033: PC, iPad or iPhone
Wednesday 3.00 to 4.00   **20 February to 3 April (7 weeks)**   **Helen Smith**
                                                                                                                      Tony Widdows

For PC, iPhone and iPad users who are looking for some specific help.   Bring your (fully charged) iPhone or iPad or we can use the classroom PCs.   All attending can benefit from how others overcome problems.   This is **NOT** a general teaching session: it is for students who have a specific issue that requires assistance. Please enroll in our iPhone, iPad or Windows courses for general instruction.

PREREQUISITES: It is not necessary to enrol prior to attending. Just turn up.

To allow others to participate, members will only be allowed to attend a maximum of two of these sessions to address particular problems. Please bring any phone or tablet fully charged as well the relevant passwords (e.g., Apple ID, email password).