COMPUTER COURSE DESCRIPTIONS

TERM 2, 2020

14 APRIL to 23 JUNE (11 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) and Chrome (browser). 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.

20COM000: Share Trading
05/02/2020 - 18/11/2020 (full year)   **Wed 10:00 - 12:00**   **Eric Kratzer**

This is a hands on for beginners class. Learn to research, find important Company data, interpret charts & the difference between fundamental & technical interpretations. Use a charting program 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 & mouse together with experience in using the Internet.

20COM201: Getting to Know Windows 10
20/04/2020 – 18/05/2020 (5 weeks)   **Monday 1.30 to 3.00**   **Wayne Henry**

Based on Windows 10 and Microsoft Word this course will help you 'drive' your PC more confidently. We will demystify some of the jargon, explain unfamiliar terms and explore the difference between 'drives', 'directories', 'folders', 'applications' and 'files'.   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 be familiar with your keyboard and mouse. BYO (USB) memory stick

20COM203: Your Smart Device as a Useful Travelling Companion
25/05/2020 – 22/06/2020 (4 weeks)   **Monday 1.30 to 3.00**   **Wayne Henry**
                    (no class 8 June – Queen's birthday)

This course will outline a number of tips and tricks to make the most of your smart device (iPhone/iPad, smartphone or tablet) 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.

20COM205: PHOTO EDITING
21/04/2020 – 26/05/2020 (5 weeks)   **Tuesday 11.00 to 12.30**   **Archie Kaan**

Digital photography has given us a lot of scope to modify and perfect our photos, if we know how to In these classes, you will learn how to modify, enhance and bring out the best in most of your collection of photos. You will be pleasantly surprised to see what you will learn (with hands on) how to enrich your photos with just a basic photo editing software. You will also be introduced and taught how to use more advanced level free photos editing software in the last 2 lessons.

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

20COM207: Creating an Album from Digital Photos
14/04/2020 – 12/05/2020 (5 weeks)   **Tuesday 1.00 – 3.00**   **Meg Lowery**

Do you have lots of digital photos from your last holiday or years of family photos – all out of sight on the computer – or still in your phone? BRING THEM OUT! Make a professional-looking photo album for all to see. Find out how to use the popular computer program 'Albumworks'. This is a free application to download and is easy to understand. You will be guided step by step on how to arrange an album in class and then you will be able to make your own album at home. For this you will need a screen size of 35 to 42 cms.. Your finished album is reasonably priced, on average, at $67.50 for 20cm x 20 cm, or $69.95 for A4 (40 pages). An album is a great way to show off your photos to friends and family. It also makes a wonderful gift.

PREREQUISITES: Should be experienced in using a computer with good keyboard and mouse skills.

20COM209: Make Your Computer Safe
15/04/2020 – 13/05/2020 (5 weeks)   **Wednesday 1.00 – 3.00**   **Helen Smith**

How do you set up your computer to reduce your security risks and improve your online safety? We hear of risks to our computers: phishing scams, drive-by downloads, malware, password breaches, software flaws and others, but it can be hard to ensure we are protected. Bring your **fully charged laptop** along and check that you have all the protection you need. We will cover anti-malware software, backups, VPNs and a password manager as well as checking your browser settings.

PREREQUISITES: This course is a hands-on practical course where you bring your own Windows 10 laptop and implement these techniques with assistance. Only suitable for users with Windows 10 laptops that can operate on battery power for 2 hours (or have current 'Test and Tag' labels).

20COM211: Practical iPhone
20/05/2020 – 24/06/2020 (6 weeks)   **Wednesday 1.00 – 3.00**   **Helen Smith**

Make your iPhone a practical and fun tool. Learn to manage your mobile data usage as well as how to share photos, use mail and messaging, manage your contacts and browse the Internet. Tweak the settings to personalise your phone to your own style of working. Topics will be chosen to suit the interests of the group but are likely to include managing photos, listening to podcasts and a range of productivity apps. Such as Notetakers and Calendars. Explore some of the extensive range of built-in and third party applications that can make your iPhone an indispensable tool and a source of fun as well.

PREREQUISITES: Suitable for beginner and intermediate users. Appropriate for any iPhone but iPhone 6S, iPhone 6S+, iPhone SE and later are preferred as they can run the latest operating system (iOS 13). You must have an Apple ID and password and ensure your iPhone's operating system is up to date. Check this in the Settings App>General>Software Update

20COM213: iPAD Level 2
23/04/2020 - 14/05/2020 (4 weeks)   **Thursday 10.00 – 12.00**   **Tony Widdows**

This course will be based on iPadOS13, released in September 2019. The course will build on skills taught in the beginner courses to explore Mail, Safari, Photos and many other Apps, discuss tips and tricks to make using your iPad simpler and more rewarding, and make sure use of the iCloud is properly understood. iPadOS 13 contains a wealth of new features, including being able to connect it directly to a USB stick and even use a mouse. Topics covered can be chosen depending on members' wishes.

PREREQUISITES: Members should update their iPads to the latest version before the session. Bring your iPad fully charged, as we cannot accommodate chargers. Make sure you bring your Apple ID and its password. This is <u>not</u> a beginner class and it will be assumed participants are familiar with the basic use of their iPads.

20COM215: Exploring Google
21/05/2020 – 04/06/2020 (3 weeks)   **Thursday 10.00 – 12.00**   **Tony Widdows**

Google is not just a search engine! Other free services include Gmail, photos, translation, YouTube, maps, a browser, word processing and spread sheeting and many others. This three-week course will cover how the Google search engine can be used more effectively and then show how to access these other services. You will be made aware of the security and privacy issues associated with Google. Suitable for users of ANY devices that connect to the internet.

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. Please sign up for a (free) Google account <u>before you come to the first session</u>, and bring your login details with you, especially your Google password. If you have Gmail or some other Google services you will already have a Google account.

20COM217: MS Word
16/04/2020 –21/05/2020 (6 weeks)   **Thursday 1.00 – 3.00**   **Sue Ebert**

Introduction to Microsoft Word. Microsoft Word is the most popular word processor in today's world. A word processor is a program capable of creating, storing, and printing typed documents. In this introduction to Microsoft Word we will create documents for different purposes, edit and enhance them save them, then reopen the documents to continue working with them.

PREREQUISITES: Should be familiar with your keyboard and mouse. BYO (USB) memory stick

20COM219: Android Basics and Beyond (Smart Phones & Tablets)
28/05/2020-25/06/2020 (5 weeks)　　　　　**Thu 1:00 - 3:00**　　　　　　　　　**Dennis Bareis**

This course covers beginner and advanced aspects of Android. Android smartphones and tablets come under a number of brand labels such as Samsung, Google, LG, Huawei, HTC and many others. Although mainly pitched at a beginner to intermediate level, those already very familiar with Android devices and seeking more in-depth knowledge are encouraged to enrol. Your interests (and questions will guide the depth and direction of the course. Topics will include Android Setting, Navigation, Security (data safety & access), general usage as well as applications such as Photos, eMail, calendars, contacts, social media (Facebook,Messenger, Instagram etc), online banking and many others. I will provide a document to the enrolled that covers basic to quite advanced subjects, diagnostic and troubleshooting information as well as many links to relevant and interesting online sites.

PREREQUISITES: Bring your fully charged Android tablet or phone (NOT an iPhone or iPad). Suitable for beginner and intermediate users. Android phone/tablets all differ by brand and Android versions so this course will mainly be about generic Android features and applications, but you are welcome to bring any specific questions you may have and we'll fix it. You will need to be able to logon to the device (otherwise please bring as much as possible of the following: your Google account name and password, so we can set it up).

20COM221: Genealogy (Continuing)
24/04/2020 – 29/05/2020 (6 weeks)　　　　　**Friday 1:00 - 3:00**　　　　　**Jan Ralton & Graeme Davis.**

A 'hands on" class in using a computer for research. Utilise 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, along with other software. **A Class for Beginners and those more Advanced.**

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

SINGLE INFORMATION SESSIONS

20COM223: Should I Replace Office 2010?
11/06/2020 (single session)　　　　　**Thursday 10.00 – 12.00**　　　　　　　　　**Tony Widdows**

This presentation will examine Microsoft's replacement offerings for Office 2010, and compare them with "free" options offered by Microsoft, Google and others. ***Word, Excel and Powerpoint*** have become defacto standards, but Office 2010 becomes unsupported this October. Should you upgrade it or find an alternative? The session will concentrate on the use of these products on a Windows PC or a MAC, but will discuss which can also be used on iPads and Android Tablets

PREREQUISITES: Suitable for anyone who uses word processors, spreadsheets or presentation tools. You do not need to bring your phone or tablet to this presentation

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QUESTIONS and ANSWERS

20COM225: Q & A for PC, iPad and iPhone
15/04/2020 - 24/06/2020　　　　　**Wednesday 3:00 - 4:00**　　　　　　　　　**Helen Smith**

For Windows PC users and iPhone / iPad users who are looking for some specific help. Use our classroom Windows computers or bring your (fully charged) iPhone or iPad. 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 enrol in our iPhone, iPad or Windows courses for general instruction.

PREREQUISITES: Please bring your questions, any relevant phone or tablet fully charged as well the relevant passwords (e.g., Apple ID and password, email password).　 NOTE: Bookings WILL be required, but you can book ANYTIME up to 24 hours before the day you would like to attend.