



NUNAWADING
UNIVERSITY OF THE THIRD AGE

Term 1 2021

Computer Classes

U3A Office & Classes

Nunawading Community Hub, 96 – 106 Springvale Road, Nunawading

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IMPORTANT INFORMATION FOR COMPUTER COURSES

Fees: The 2021 Membership Fee for returning 2020 members is \$60. The 2021 Membership Fee for new members and previous members who were not financial in 2020 is \$75. This fee enables you to attend classes with no additional payment unless specifically noted in the Course Guide.

Acceptance into Classes: If you are on a waitlist for a class and a vacancy occurs, you will be contacted by email. **Please do not attend a class unless you are advised that you have been accepted into that class.**

Class Selection Limit: Limits do not apply to Computer Classes. You may enrol in as many as you like.

Attendance: As some computer classes have waitlists, please do not enrol in a class unless you expect to attend most of the sessions. If you are going to be absent due to illness, travel or babysitting duties, please let us know so that we can make a note on the roll – or advise your tutor by email. If you are absent for three or more consecutive classes and we have not heard from you, you may be removed from the class list. Apologies can be recorded online in advance if you know you are going to be absent.

Withdrawal from Class: If you decide to withdraw from a class for whatever reason, please complete an Orange Form and give it to one of our Office Volunteers on the Reception Desk.

Zoom links: All computer classes will run on Zoom in Term 1, each using a different Zoom link. The link for each course will be emailed to those accepted prior to the start of the course. That link will be used for the duration of that course, so please make sure you record it somewhere convenient so you can join in each week..

Email: As email is the normal mode of communication for computer classes, please ensure that:

- your correct email address is registered in the administration system (UMAS)
- you check your email regularly (including the Spam or Junk folder in case emails are diverted there).

U3A Nunawading Inc. is governed by its Constitution, which is applicable to all members. Copies are available from our Nunawading Community Hub office and our website ([download a copy of the Constitution](#)). The material presented in Courses is at the discretion of the Class Leader and does not necessarily reflect the views of U3A Nunawading Inc.

***Committee of Management
U3A Nunawading Inc. December 2020***

21COM000: Share Trading**Dates: 10/02/2021 - 24/11/2021****Location: Zoom****Type: Long Course****Weekly, Wed 10:00 - 12:00****Tutor: Eric Kratzer**

This is a hands on for beginners class, not suitable for members who have attended this class in 2019/20. 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.

21COM002: Photo Editing**Dates: 09/02/2021 - 16/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Tue 10:30 - 12:00****Tutor: 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.

Additional Comments and Prerequisites: You must have good keyboard skills

21COM003: Managing your Budget**Dates: 09/02/2021 - 23/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Tue 14:30 - 16:00****Tutor: Wayne Henry**

This course will look at managing your home finances using a freely available software package. GnuCash, a free, general public licensed personal and small-business financial software package that is easy to use whilst also being both powerful and flexible. In this 7 week course we will set-up multiple accounts to track (such as bank accounts and credit card account, etc); practise routinely entering income and expense data; reconciling statements from banks and other financial institutions; and creating reports.

Additional Comments and Prerequisites: Participants will need to be prepared to download and install GnuCash on their own computer (desktop or laptop). A guideline for how to do this is available and will be sent participants prior to the commencement of the course. During the course participants will need to be able to work on their GnuCash document whilst also participating in the Zoom call. This can be achieved by either: using two windows on the one computer, or by using a second device for Zoom, such as an iPad.

21COM005: Windows 10 Computers, Basics & Beyond**Dates: 09/02/2021 - 30/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Tue 15:00 - 16:30****Tutor: Dennis Bareis**

Whether you are a complete beginner or experienced you will have gained new valuable Windows knowledge to use Windows 10 better and/or solve your own problems. After this course you should be confident in your Windows 10 skills and where to go for more information and help. Feel free to ask related questions at any time during the course and there will be time for Q & A and solving any Windows related problems or questions you may have, often before the course starts but the last 15 minutes of the course onwards can be used for those that wish to ask questions (or need help solving their problems). While generally educational you can drop off if you don't wish to participate, help with or listen to these issues and questions.

Additional Comments and Prerequisites: You need a Windows 10 computer. If you are still using WIN7, why not do the free upgrade (maybe time to upgrade your hardware if it isn't compatible?) If WINXP, time to upgrade. Update for some security, if for no other reason... Instructions for joining the Zoom course will be sent to enrolled members before the first class (if you haven't received them by 4 days before the course, please chase them up).

21COM025: Security Audit**Dates: 10/02/2021 - 10/02/2021****Location: Zoom****Type: Zoom One Day****1 Day Course, Wed 13:00 - 15:00****Tutor: Helen Smith**

How safe are you online? This session will help you review your online security and the areas where you need to take more action. A good starting point for identifying the security classes you should attend.

Additional Comments and Prerequisites: Suitable for everyone who connects online from any device. Recommended not only for members new to online security sessions, but also for those who have attended classes previously.

21COM007: Android Phones - not Apple**Dates: 10/02/2021 - 31/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Wed 15:00 - 16:30****Tutor: Dennis Bareis**

If you have a phone or tablet that isn't an Apple (iPhone or iPad) then it is almost certainly an Android Phone (as Windows phones haven't been produced for many years). This is a good introduction for beginners or for more advanced users who would like to better understand their phone or tablet (the home, back and recent keys, status bar and notifications, split-screens, permissions and Android and Application settings, etc). Feel free to ask related questions at any time during the course and there will be time for Q & A and solving any Android related problems or questions you may have, often before the course starts but the last 15 minutes of the course onwards can be used for those that wish to ask questions (or need help solving their problems). While generally educational

Additional Comments and Prerequisites: You will need an Android Smartphone or Tablet (NOT an Apple iPhone or iPad) to practice and follow along on during the course. Ideally you would have a Windows or Mac computer (or at least a second device with a larger screen) for the zoom session (or you may need to zoom in and out and scroll to follow my screen sharing!). Remember, you will be following along on your Android device while zooming. Instructions for joining the Zoom course will be sent to enrolled members before the first class (if you haven't received them by 4 days before the course, please chase them up).

21COM009: Take Control of your Computer**Dates: 11/02/2021 - 01/04/2021****Location: Zoom****Type: Zoom Short****Weekly, Thu 13:00 - 14:30****Tutor: Helen Smith**

Would you like to feel more in control of your computer? Do you have difficulty learning on Zoom because you can't manage your Apps with Zoom open? Do you struggle to find files or are they all sitting in your Downloads folder? Is your desktop littered with junk so you can't find what you are looking for? Topics include: organising your computer storage to suit your own needs, manipulating windows on your desktop, shortcuts to finding apps and files and managing your desktop. We'll also get familiar with downloading files from cloud storage and sharing our own work through cloud storage – no cloud account necessary!

Additional Comments and Prerequisites: Basic knowledge of Windows (preferably Windows 10) and confident use of a mouse or other navigation device. NOT suitable for Apple computer users.

21COM011: Phone Apps for Android - not Apple**Dates: 11/02/2021 - 01/04/2021****Location: Zoom****Type: Zoom Short****Weekly, Thu 15:00 - 16:30****Tutor: Dennis Bareis**

This course will assume you have general Android skills and knowledge (navigation, settings, notifications, permissions, app drawer, etc) and will concentrate on preinstalled applications such as gMail, Contacts, Calendar, Lens, etc, as well as how to install ones you may wish to add. We will also cover any areas that YOU show interest in. Google Photos will only be briefly covered as there is a separate course for it. Feel free to ask related questions at any time during the course and there will be time for Q & A and solving any Android related problems or questions you may have, often before the course starts but the last 15 minutes of the course onwards can be used for those that wish to ask questions (or need help solving their problems). While generally educational you can drop off if you don't wish to participate, help with or listen to these issues and questions.

Additional Comments and Prerequisites: You will need an Android Smartphone or tablet (NOT an Apple iPhone or iPad) to practice and follow along on during the course. Ideally you would have a Windows or Mac computer (or at least a second device with a larger screen) for the zoom session (or you may need to zoom in and out and scroll to follow my screen sharing!). Remember, you will be following along on your Android device while zooming. Instructions for joining the Zoom course will be sent to enrolled members before the first class (if you haven't received them by 4 days before the course, please chase them up)

21COM013: Travel with Smart Mobile Device**Dates: 12/02/2021 - 05/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Fri 9:00 - 10:30****Tutor: Wayne Henry**

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. 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.

This 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.

21COM015: Excel for shares**Dates: 12/02/2021 - 26/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Fri 12:00 - 13:30****Tutor: Eric Kratzer**

We will teach you to build an EXCEL work sheet suitable for students who are investing in shares. We will create an elegant and useful workbook, at the same time you will learn the basics of EXCEL. It is important that you attend every class and update your workbook every week.

Additional Comments and Prerequisites: Must have EXCEL program on your computer. Knowledge of EXCEL is not required. Must have a portfolio of stocks, however small. I only teach on Windows based computers, not MAC

21COM017: Google Photos (Computer & Phones)**Dates: 12/02/2021 - 26/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Fri 15:00 - 16:30****Tutor: Dennis Bareis**

Google Photos is one of (if not) the best Photo Galleries for people with one or more Windows or Mac computers or laptops, or Android and Apple iOS smartphones or tablets. It safely backs and collects your camera photos and videos from any of these devices and presents you with a combined view no matter where they came from. The backup ensures you haven't lost all your pictures if your phone or computer is damaged, lost or stolen. It has optional face recognition (even for pets), albums, and a very powerful search function – you can even search for photos by colour, date taken or location. It also includes photo editing features. You can mark favourites and create live albums that automatically get populated and you may wish to also display these in smart displays (electronic photo frames). Feel free to ask related questions at any time during the course and there will be time for Q & A and solving any problems or questions you may have.

Additional Comments and Prerequisites: You will need any computer or phone mentioned in the course. (Linux is not directly supported). Instructions for joining the Zoom course will be sent to enrolled members before the first class (if you haven't received them by 4 days before the course, please chase them up).

21COM019: Genealogy Using Computers**Dates: 12/02/2021 - 19/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Fri 13:00 - 14:00****Tutor: Graeme Davis**

We use a combination of Zoom and email to assist class members to use 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, find my past, family search, etc. The class focuses on research in Australia, the U.K. and Ireland. Our main requirement is that you have an interest in your ancestors....and don't mind possibly finding a skeleton in the cupboard!

21COM021: Power Point**Dates: 17/02/2021 - 17/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Wed 14:00 - 15:30****Tutor: Tony Widdows**

This course is for members who wish to use PowerPoint to present information to groups either in gatherings or online. This includes current and prospective U3A tutors. We will cover the way PowerPoint works, including how text, graphics, pictures, weblinks, audio and video are added. This will lead to how to 'animate' your presentations with apparent movement, and how to make sure your presentation is interesting to the recipients.

Additional Comments & Prerequisites: This is for PC/Mac users only, and will be held via Zoom. Good mouse, keyboard and Windows skills are required. You will be shown how to screen-share your slides over Zoom, to make the course as interactive as possible online. You must have Microsoft PowerPoint on your PC (any version from Office 2003 or later will do).

21COM023: iPad Tips & Tricks**Dates: 17/02/2021 - 10/03/2021****Location: Zoom****Type: Zoom Short****Weekly, Wed 9:00 - 10:30****Tutor: Tony Widdows**

September 2020 saw the release of iPadOS 14, which includes several features not previously available, including a new Widgets capability and the ability to set third party email Apps such as Gmail and browser Apps such as Chrome to be iPad defaults. As well, general Tips and Tricks will include screen splitting and gestures, managing photos and options to share your iPad information with your smartphone and PC.

Additional Comments & Prerequisites: This is NOT a beginner iPad course, and assumes you know how to use your iPad. Check that your iPad software can be updated to iPadOS 14 before you enrol. Some older models will not allow this update, and owners of such iPads would not gain a lot from this course. The course is via Zoom, and you should join the course using the iPad itself. We will cover how to move between Zoom and other iPad tasks during the first class. The class will encourage members to share their screens, so it can be as interactive as possible online.

21COM027: Don't be a Wally Online**Dates: 17/02/2021 - 24/02/2021****Location: Zoom****Type: Zoom Short****2-Week Course, Wed 13:00 - 15:00****Tutor: Helen Smith**

Online scams are flourishing now that so many people are online. The scams are now very sophisticated and it's getting harder to pick the 'baddies'. In this session we will look at a number of scams and discuss the steps you can take to keep yourself safe.

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

21COM029: Where am I? Decoding Web Addresses**Dates: 03/03/2021 - 03/03/2021****Location: Zoom****Type: Zoom One Day****1 Day Course, Wed 13:00 - 15:00****Tutor: Helen Smith**

If you can read and interpret the address of a website, you can protect yourself against many online scams. This session will explain the structure of web addresses (URLS) and show how you can avoid getting caught by scammers.

Additional Comments and Prerequisites: Suitable for everyone who connects online by computer, smartphone or tablet.

21COM031: Backup your Computer**Dates: 10/03/2021 - 17/03/2021****Location: Zoom****Type: Zoom Short****2-Week Course, Wed 13:00 - 15:00****Tutor: 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 it's 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. Topics: Why backup, the 3-2-1 backup rule, image vs file backups, preparing to backup, backing up with Macrium Reflect free version, scheduling your backups, creating rescue media, checking your backups worked, reinstalling from a backup.

Additional Comments and Prerequisites: Suitable for everyone who uses a Windows computer. You will need at least one external (USB) hard drive with at least twice the capacity of your internal hard drive.

21COM035: Security for Mobile Devices

Dates: 24/03/2021 - 24/03/2021

Location: Zoom

Type: Zoom One Day

1 Day Course, Wed 13:00 - 15:00

Tutor: Helen Smith

Your mobile device gives you convenient access to the internet for many purposes, even when you don't realise you are connected. This session will pull together the specific security risks associated with using your smartphone or tablet. We'll highlight the most important steps for you to take with your mobile device to remain secure

Additional Comments and Prerequisites: Suitable for everyone with a smartphone or tablet, whether Apple, Android or others.

RE-ENROLMENT INSTRUCTIONS

1. Go to the u3anunawading.com.au website and click on **Enrolments**
2. Click on **Login** and use your Member No (or email address) and Password.
3. After successful login you will see My Membership details. Check your Membership Details are correct.
4. To view available courses, click on **Courses** in the Menu on the left. Courses are arranged in blocks of 20 Courses. Use the arrows at the top < > to move between blocks of courses.
5. If you are interested in a Course click on that Course
6. To select this Course click on **Add to Cart**
7. Once you have completed the selection of your Courses, go to **Shopping Cart**
8. You need to **tick the box** agreeing to **Terms and Conditions** before checking out.
9. To pay, click on **PayPal** and either use your PayPal account or enter your credit card details. If you wish to pay at the office, click on download the PDF and print two copies and take them to the office. Since we are not accepting cash at the office it is far easier for us administratively if you pay via PayPal.