

## Basic Computer Courses Overview

To view the full details of courses please see the appropriate Course Outline.

### Computer “Lingo”

#### Is this course for me?

Don't know your Vista from your mouse? Looking to buy a computer or laptop and confused by what it all means? Do you want to ask questions without feeling you should know the answer?

#### What will I get from this course?

At the end of the course you will understand what you need to ask if you are buying a computer or laptop and understand the answer.

### Working with Folders and Files

#### Is this course for me?

If you have an unorganised list of documents or files on your computer and have problems finding documents, this course will show you how to get organised and how to stay that way.

#### What will I get from this course?

At the end of the course you will be able to create folders, organise your documents and be able to find them again quickly.

### Customising your Workspace

#### Is this course for me?

This course will show you how to change the appearance of your screen, change your mouse speed and change the computer to make it easier for you to use.

#### What will I get from this course?

At the end of the course you will know how you can make your computer easier to use.



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### What will I get from this course?

At the end of the course you will understand what you need to ask if you are buying a computer or laptop and understand the answer.

### How long is the course?

The course is one, one hour session

### What do I need to know before I start?

- No knowledge is required

## Course Content

In English - an explanation of:

- The main parts of a computer system and the software on them
- USB ports, drives and dongles
- Footprints and boots
- Ribbons, menus and icons
- Windows XP, Vista, and Office
- An overview of the keyboard, shift, tab, Ctrl, Alt etc
- An overview of the mouse, left click, right click and double click
- Browsing and surfing
- Security icons
- When it is safe to add personal data
- Phishing

In addition to the above explanations you will have the opportunity to ask questions and get simple unbiased answers.



## Customising your Workspace

### Is this course for me?

This course will show you how to change the appearance of your screen, change your mouse speed and change the computer to make it easier for you to use.

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At the end of the course you will know how you can make your computer easier to use.

### How long is the course?

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### What do I need to know before I start?

- No knowledge of Windows or Vista is required
- Ability to use a mouse

### Course Content

- Terminology and the elements of the desktop
- Customising the icon size
- Making the keyboard easier to use
- Making the mouse easier to use
- Changing the speed of the mouse click
- Adding a narration
- Making your computer easier to see
- Adding shortcuts to the desktop
- Arranging the shortcuts on the desktop
- Adding shortcuts to the Start Menu
- Adding shortcuts to the Task Bar
- Customising the computer sounds
- Customising the date and time
- Adding clocks to the display
- Changing the screen saver
- Customising the colour scheme
- Changing the desktop background



## Working with Folders and Files

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If you have an unorganised list of documents or files on your computer and have problems finding documents, this course will show you how to get organised and how to stay that way.

### What will I get from this course?

At the end of the course you will be able to create folders, organise your documents and be able to find them again quickly.

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### Course Content

- Understanding file size and storage issues
- How to keep everything in one place
- Create a structure that suites you
- Creating folders with names that you choose
- Renaming folders and files
- Deleting folders and files
- Copying folders and files
- Copying folders and files to a USB (memory stick)
- Writing files or folders to a CD or DVD
- Moving folders and files
- Viewing the folders in different ways
- Searching for folders and files
- Restoring deleted folders and files
- Emptying the recycle bin



## Internet Courses Overview

To view the full details of courses please see the appropriate Course Outline.

**Please Note – We are not linked to any of the web sites we browse and browsing the web site is not an indication of recommendation.**

### Exploring the Internet

**Is this course for me?**

Are you new to computers and the Internet, don't know where to start? If you want to explore the Internet and see what is available we can show where to look, safely.

**What will I get from this course?**

You will be confident to surf the internet safely, searching and finding information relevant to you, checking out bargains available online.

### Researching a Holiday on the Internet

**Is this course for me?**

Are you going on holiday in this country or overseas? We will show you where to look to get hotel and flight bargains and compare the market for the best deal.

**What will I get from this course?**

At the end of the course you will be able to book your travel knowing you got the best price, you are staying in accommodation that others reviewed and you have paid safely. You will be able to check the weather, route and sights.

### Social Networking

**Is this course for me?**

Do you want to communicate with friends and family at home or overseas?

**What will I get from this course?**

At the end of the course you will be able to make free telephone calls and send free emails. You will learn where to look for lost friends and share your photographs.



## Exploring the Internet

### Is this course for me?

Are you new to computers and the Internet, don't know where to start? If you want to explore the Internet and see what is available we can show you how.

### What will I get from this course?

You will be confident to surf the internet safely, searching and finding information relevant to you, checking out online bargains and much much more!!

### How long is the course?

The course is one, one hour session

### What do I need to know before I start?

- No knowledge is required.
- The ability to use a mouse could be useful

### Course Content

This course is a tour of the internet and where to find free information and services. The content may change according to people in the group.

All internet expressions will be explained as the course progresses.

- Finding your way around Internet Explorer
- Using keyboard shortcuts
- Saving links to your favourite sites so you can remember them for later
- Adding, deleting and sorting your favourite sites
- How to get started searching for information
- How to get the best use from a search engine
- How to avoid becoming a victim of internet scams
- Recognising security icons and what they mean
- What you need to know if you see a security icons
- When it is safe to add personal data and especially when it's not
- One of our "Favourites" - price comparison web sites
- Take the effort out of shopping using some popular retail sites
- Blogs and their many uses

The list above is not complete you will be able to ask questions and time permitting we will show you where to look.

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## Researching a Holiday on the Internet

### Is this course for me?

Are you going on holiday in this country or overseas? We will show you where to look to get great deals on hotels and flights. We will also show you how to compare the market for the best deal and find information from people who have been before.

### What will I get from this course?

At the end of the course you will be able to book your travel knowing you got the best price, you are staying in accommodation that others reviewed and you kept your details safe. You will be able to check the weather, route and sights.

### How long is the course?

The course is one, one hour session

### What do I need to know before I start?

- No knowledge is required
- The ability to use a mouse could be useful

### Course Content

This course is a tour of the Internet and where to find information and services. The content will change according to the people in the group and your needs

- Popular airline, train and coach sites
- Traditional tour operator sites
- Holiday price comparison sites
- Last minute deals
- Hotel and location review sites
- Budget travel
- Volunteering holidays
- Sights to see
- Things to do
- Hostelling
- How to find the climate in your holiday destination
- The safety of your holiday destination
- Travel guides on line
- Driving directions
- Getting the best deal and booking airport parking
- Recognising security icons and what they mean
- What you need to know if you see a security icons
- When it is safe to add personal data and especially when it's not

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## Social Networking

### Is this course for me?

Do you want to communicate with friends and family at home or overseas?

### What will I get from this course?

At the end of the course you will be able to make free telephone calls and send free emails. You will learn where to look for lost friends and share your photographs.

### How long is the course?

The course is one, one hour session

### What do I need to know before I start?

- No knowledge is required
- The ability to use a mouse could be useful

### Course Content

This course is a tour of the Internet and where to find information and services. The content may change according to the people in the group

- Where to find free telephone calls
- How to make free video calls
- Where to find free email
- Sending instant messages to friends
- Sharing photographs with friends and family
- Some Popular social networking sites
- How to be popular on social networking sites!

The above list is not comprehensive and may change according to the group. You will be able to ask questions and time permitting we will show you where to look.

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