

LESSON MATERIALS:

The following lesson materials for courses and workshops as used at the Hibiscus Coast Learning centre are available from Ian Turner, Tele 09 426 3009, 1 / 26 Kenneth Hopper Place, Whangaparaoa 0930, i.k.turner@xtra.co.nz

The course materials come on one CD and the workshop materials on another CD. A donation of \$5.00 per posting (of one or both CDs) addressed as above would be appreciated as a number of requests are being received. Any surplus over costs will be forwarded to the federation as a donation.

COURSES: (One CD.)

EIGHT WEEK COURSES:

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|--------------------------------------|---|
| Introduction to Computers (2) | (One using WORD and another using OpenOffice) |
| Email & Internet (3) | (Using Outlook Express & Internet Explorer one for IE v6 and another for v7)) |
| Desktop Publishing 1 | (prerequisite WP 2) |

FOUR WEEK COURSES:

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|-------------------------|----------------------------|
| Family Web Sites | (using Word and Publisher) |
| Genealogy | (using Family Tree Maker) |

WORKSHOPS: (Notes available all on one CD.)

- Vista**
1. Vista: An Introduction A summary of topics.
 2. Files and Folders in Vista – the Vista Windows Explorer
 3. The Vista Control Panel

Note: We have not prepared a full course on Vista .Instead we suggest that you purchase a good book such as:

Teach yourself Windows Vista by Mac Bride McGraw Hill

Can be purchased through www.amazon.com:

Approx Cost: Book \$US 11.01 Shipping & Handling: \$US11.98 Final

Credit card total: about \$NZ30.15

Burning CDs and DVDs

Learn to save computer files (documents, photos, videos, etc, on CDs and DVDs

Digital Cameras .

Learn about digital cameras, what to buy, how to save your photos to your computer, how to organise them in your computer.

You can then go on into Basic Photo Editing and the full Photo Editing course,

Hardware Development and Repair

Learn how to add or replace hardware bits for your computer.

Assemble your own computer !!

Scanning

*Bring along your photos and learn how to scan them.
Use our scanners if you don't have one*

Skype

Use you computer for free computer to computer telephone calls around the world

About Computer Housekeeping

1. Methods of Backing up Files

Making sure you always keep those important files.

2. Using Folder (Explorer) Windows and Shortcut Files

How to use folder windows, their options, and shortcut files effectively.

About working with Audio

1. Capturing and Editing Audio Files

*Includes transferring your old vinyl records to CD
How to capture audio from microphones and other devices and then edit it.*

2. Using Windows Media Player

Copy your CDs to your computer, set up your own play lists and play your music with a couple of mouse clicks, or burn your own selection to CD

About working with Video

1. Capture video from video tapes or your video camera to your computer

The first stage in making your own DVDs.

2. Editing Video .

How to edit video. The next stage. in making your own DVDs.

3. Create a DVD -- Burn Video to DVD disk.

The final stage. Making a DVD that plays in your lounge DVD player